DOCUMENT RESUME

ED 123 938 HE 007 184

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TITLE Faculty Handbook of the College of St. Catherine.
INSTITUTION Saint Catherine Coll., St. Paul, Minn.
PUB DATE Sep 74
NOTE 89p.; Best copy available

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS Academic Standards; Administrative Organization; *Administrative Policy; Administrator Responsibility; *Church Related Colleges; Cocurricular Activities; *College Faculty; Grading; *Higher Education; Instructional Programs; Job Analysis; Noninstructional Responsibility; *Personnel Policy; Teacher Responsibility
IDENTIFIERS College of Saint Catherine; *Faculty Handbooks

ABSTRACT

Current information on policies, procedures, and guidelines is presented to supplement but not repeat material in the current college catalog and faculty constitution. This 1974 revised edition is organized in three sections: organization and administration; faculty responsibilities and procedures; and facilities. Physical organization is described, along with the role of the administrative officers, inter-college cooperation and department chairmen. Faculty matters deal with academic standards and procedures, evaluation and grading, office hours, guidance activities, co-curricular activities, and professional activities. Committee procedures, travel and research regulations, and leave policy are also covered. (LBH) .

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FACULTY HANDBOOK

OF THE COLLEGE OF ST. CATHERINE

A gathering of current information on policies, procedures, and guidelines. The Handbook supplements but does not repeat material in the current Catalog and in the Faculty Constitution.

Revised and updated yearly

BEST COPY AVAILABLE

First edition: September, 1973

Revised edition: September, 1974

Sister Eleanor Lincoln and Caroline Kleczynski White, editors
of 1974 revised edition

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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1974

THE COLLEGE OF ST. CATHERINE FACULTY HANDBOOK

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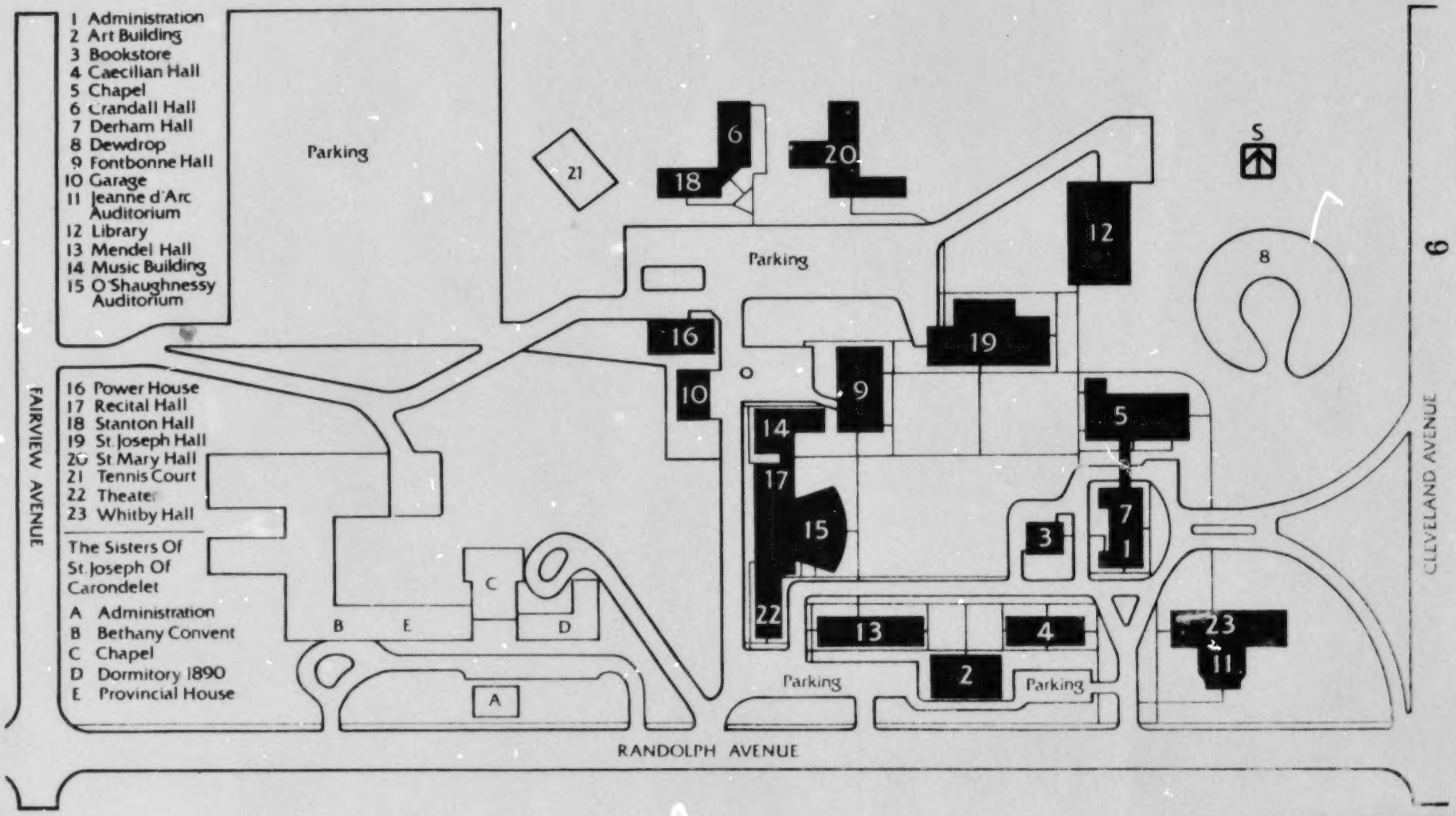
ORGANIZATION AND ADMINISTRATION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A Administration
B Bethany Convent
C Chapel
D Dormitory 1890
E Provincial House
Parking
Parking
Parking
Parking
FAIRVIEW AVENUE
CLEVELAND AVENUE
RANDOLPH AVENUE
S

ORGANIZATION AND ADMINISTRATION

The College of St. Catherine was named by the Most Reverend John Ireland, Archbishop of St. Paul, under whose patronage the College was founded in 1905 by the Sisters of St. Joseph of Carondelet. The educational foresight of its first president, Sister Antonia McHugh, is commemorated in the name of the Fine Arts Complex which bounds the campus on the east.

The College is a charter member of the Association of Minnesota Colleges, the Minnesota Private College Council, and the Minnesota Private College Fund Association. The College also holds membership in the American Council on Education, the North Central Association of Colleges and Secondary Schools, the National Catholic Educational Association, the Association of American Colleges, the American Association of Colleges for Teacher Education, the Upper Midwest Association for Intercultural Education.

PHYSICAL ORGANIZATION

KEYED TO THE MAP on the opposite page are brief descriptions of facilities provided in campus buildings:

1 & 7: Derham Hall: receptionist and switchboard; administrative offices; offices for student organizations and publications; news bureau; post office; faculty mailboxes; publications office; mailing office; dormitory rooms

2: Visual Arts Building: art department faculty studios and offices; teaching studios and classrooms; galleries

3: Bookstore: textbooks; supplies; paperbacks; cards; gifts

4: Caecilian Hall: faculty offices; conference rooms; dormitory rooms

5: Chapel of Our Lady of Victory: chapel for religious services; guest house; Lower level: Alumnae center

6: Crandall Hall: dormitory rooms; lounge

9: Fontbonne Hall: gymnasium; swimming pool; non-smoker lounge; health clinic; faculty offices; classrooms

11 & 23: Whitby Hall: classrooms; faculty offices; language laboratories; guest rooms; student lounge; dormitory rooms; Jeanne d'Arc auditorium

12: St. Catherine Library: book and periodical holdings; archives and special collections, rare book room; audio-visual equipment, listening room and recording facilities; photographic reproduction; conference room; library school classrooms; librarians' offices

Physical Organization Con't.

13: Mendel Hall: classrooms; faculty offices; laboratories, stock-rooms, and balance rooms for science instruction; nursery school

14, 15, 17, & 22: Mother Antonia McHugh Fine Arts Complex: Frey Studio theatre; speech and drama department faculty offices and classrooms; O'Shaughnessy auditorium; Recital hall; Performing Arts library; music department faculty offices, classrooms, practice rooms

18: Stanton Hall: dormitory rooms; lounge

19: Saint Joseph Hall: centralized kitchen and food service; snack bar and coffee shop; smoker; student and faculty lounges; faculty offices; the Alumnae office; home economics classrooms, laboratories, and kitchens; dormitory rooms

20: Saint Mary Hall: dormitory rooms; guest suite; conference rooms; lounge

ADMINISTRATIVE OFFICERS

Board of Trustees

Members, now numbering 18, are appointed by the Provincial Council of the Sisters of St. Joseph for three year terms. Charged with determining fundamental policies and with overseeing College administration and support, the Board meets as a whole quarterly. The Executive Committee, made up of the Board chairman, vice-chairman, and three members elected by the Board, meets as necessary. The Board appoints the President of the College. Current board members are listed in the Catalog.

President

The principal executive office of the College, the President is responsible to the Board of Trustees for the management of College affairs. She makes the final decision concerning appointment of all other administrative officers. Reporting directly to the President are the Academic Dean, the Business Manager, the Dean of Students, the Director of Alumnae Relations, and the Director of Development and Public Relations. The President is ex officio a member of the Educational Policies committee and the Public Relations committee. She appoints members to the Committee on Institutional Studies and to the Library committee.

Academic Dean

The Academic Dean is responsible to the President for academic matters. Her office is primarily concerned with matters of faculty personnel, student academic advisement, educational policy and procedures, and the curriculum. The Academic Dean is responsible for the preparation of the instructional budget for presentation to the President. The Registrar, the Director of Admissions, the Librarian, the Director of Placement and Testing, the Counselors, the Director of Interim Studies and Summer Session, and departmental chairmen report to the Academic Dean. The Dean is ex officio chairman of the Curriculum and Academic Committees and a member of the Educational Policies Committee and the Committee on Institutional Studies.

The duties of the Registrar, the Librarian, the Director of Placement and Testing, and the Director of Interim Studies and Summer Session are inherent in their titles.

Administrative Officers Con't.

Business Manager

The Business Manager is the principal financial officer of the College and is responsible to the President for all business functions. He assists the President in preparing the annual budget and oversees the management of the College's physical plant and property. Reporting to the Business Manager are the Comptroller, the Bursar, the Director of Purchasing, the Superintendent of Buildings and Grounds, the Director of Food Services, the Director of O'Shaughnessy Auditorium, and the Bookstore Manager. The duties of these officers are inherent in their titles.

Dean of Students

The Dean of Students is responsible to the President for the development and organization of student services and activities. The areas which come under her supervision are Housing, Health Service, Campus Ministry, Financial Aid, and Counseling, as well as Student Government with its Commissions of Education, Religious Life, Social Life, Community Action, and the Resident Student Council and Day Student Council.

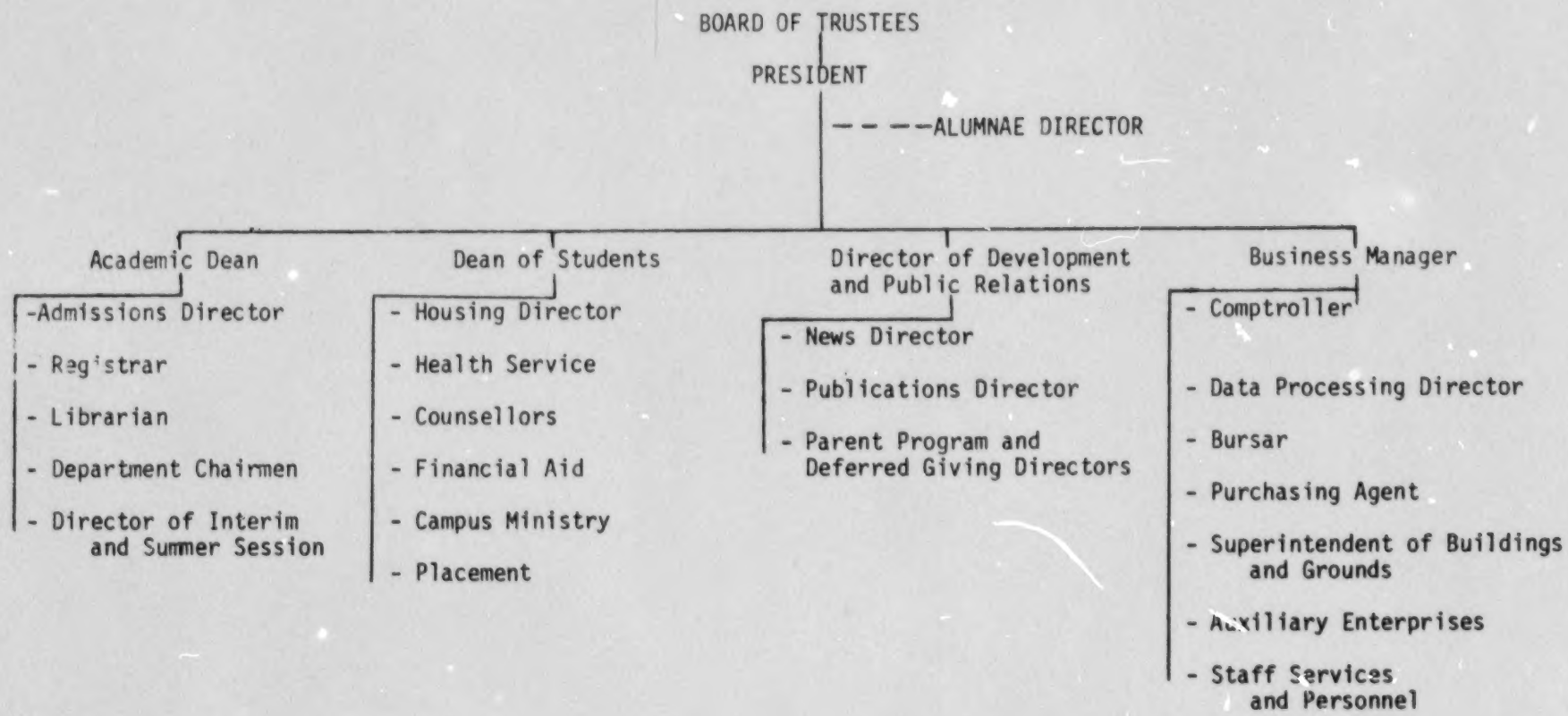
Director of Admissions

The Director of Admissions supervises the procedures through which students are admitted to the College and is responsible to the Academic Dean. The Director's responsibilities include: determining with the help of the Admissions Committee who shall be admitted into the College, supervising the dissemination of information to prospective students, and coordinating the recruitment activities of the admissions counselors.

The staff of the admissions office functions as the field representatives of the College by presenting its programs and providing information to prospective students.

Director of Development and Public Relations

The Director of Development and Public Relations is responsible to the President for the presentation to the public of the character of the College program and its financial needs. Working with the President, the Business Manager, and other administrative officers, the Director of Development formulates plans for increasing understanding of financial needs and for increasing support for current operations and long-range programs. The Director of the News Bureau and the Director of Publications report to him.


BOARD OF TRUSTEES
PRESIDENT
ALUMNAE DIRECTOR
Academic Dean
-Admissions Director
- Registrar
- Librarian
- Department Chairmen
- Director of Interim and Summer Session
Dean of Students
- Housing Director
- Health Service
- Counsellors
- Financial Aid
- Campus Ministry
- Placement
Director of Development and Public Relations
- News Director
- Publications Director
- Parent Program and Deferred Giving Directors
Business Manager
- Comptroller
- Data Processing Director
- Bursar
- Purchasing Agent
- Superintendent of Buildings and Grounds
- Auxiliary Enterprises
- Staff Services and Personnel

INTER-COLLEGE COOPERATION

The College of St. Catherine participates in cooperative association with four other Twin Cities private colleges: Augsburg College, Hamline University, Macalester College, and the College of St. Thomas. The purpose of this voluntary association is to expand educational opportunities for students and professional options for faculties in the five colleges, and to seek ways to avoid or eliminate the least necessary duplications in programs and facilities.

Cooperative efforts are funded both by the colleges and, in five selected areas, by a grant from the Hill Family Foundation. The grant support is used for experimentation in admissions recruitment, inter-campus transportation, an urban affairs program, counseling services for minority students, and mini-grants for joint developmental efforts proposed by five-college personnel.

The Coordinator of Inter-College Cooperation is Andrew E. Helmich, located during 1974-75 at C.S.C. (Derham Hall 204). The Urban Affairs Coordinator is Patricia A. Mullen, located in Augsburg's Memorial Hall, Room #125 (332-5181 Ext. 450).

Professional rapport and the exchange of ideas and information with five-college colleagues occur in numerous formal and informal ways. Two structured channels are the Five-College Advisory Group (to Dr. Helmich) and the Five-College Urban Affairs Advisory Group. CSC has faculty representation on both committees.

Other effective means for association with five-college colleagues are through existing organizations, whether departments, special interest groups, or administrative units. Dr. Helmich has noted that those who would like to meet with counterparts on the other campuses are urged to make the contacts without asking that his office arrange it.

DEPARTMENT CHAIRMEN

The Department Chairman

attends department chairman meetings as convoked by the Academic Dean,

holds departmental meetings for discussing common objectives and problems and for proposing improvements in curricular offerings,

maintains a file of faculty and departmental materials,

plans course offerings for each year and the assignment of teaching duties to members of the staff in consultation with the Academic Dean and the Registrar,

prepares the departmental budget,

keeps the records for the annual report and writes it according to the outline furnished by the Academic Dean,

proposes candidates to fill vacancies in the instructional staff within the department and makes recommendations in regard to their suitability (refer to FACULTY RECRUITMENT POLICY, November 25, 1970),

assists new members with problems of instruction and student relations,

prepares a written evaluation of each faculty member of the department for the Academic Dean and the Faculty Personnel Committee according to the Evaluation of a Faculty Member form furnished,

encourages faculty members of the department to keep abreast of professional literature and research and to use the best methods of instruction, and

represents the institution at educational meetings and conferences or asks a member of the department to attend.

FACULTY RESPONSIBILITIES AND PROCEDURES

ACADEMIC STANDARDS AND PROCEDURES

Faculty familiarity with the current Catalog is assumed in every part of the Handbook but especially in this section, which focuses on current bulletins and procedural details either not supplied in Catalog information or changed since the Catalog was printed.

INSTITUTIONAL POLICIES ON ACADEMIC PROGRAMS

Experiential Learning

Experiential learning is that learning in which the student is actively engaged in the process of integrating theoretical knowledge with practical experience. As used in this context, practical experience is that which involves the student in a work setting on either a salary or a volunteer basis, normally off campus.

In assessing the appropriateness of a work experience for credit, attention should be given to:

1. the suitability of the experience for the student at her stage of development;

2. the possibility of planning for the experience in advance and of securing definite faculty approval;

3. the relationship between credit and the time and work involved; (Work in an observing-participatory capacity for four 40-hour weeks should be considered to have a full course value. Experiences completed during the summer should be included in the student's fall program.)

4. careful evaluation on the basis of goals which have been agreed upon by the student, faculty-sponsor, and when possible, the actual work supervisor;

5. the many opportunities experiential learning offers for self-evaluation.

(Extracted from REPORT ON EXPERIENTIAL LEARNING, Educational Policies Committee, April 20, 1972.)

To register for an experiential learning course, the student gets special permission from the chairman of the department, except the Education Department chairman, before she is permitted to register. The chairman uses the same forms for Experiential Learning permissions as for Independent Study by crossing off "Independent Study" in the upper right-hand corner and writing in "Experiential Learning."

Independent Study

Independent study projects in the traditional view are initiated, planned, and carried out by the student with minimal direction by the faculty member sponsoring the work. In a tutorial kind of study, the faculty sponsor gives greater assistance in planning and directing the project. Depending upon the type of study, meetings with students range from a few times in the semester to biweekly meetings. A basic outline for an independent study includes:

1. statement of the subject,
2. objectives,
3. tentative outline of procedure,
4. length of time for the project,
5. method of evaluation.

Some departments use a special form for recording this information. Such forms should be given to the chairman of the department for approval and are in addition to the brief Independent Study Permission Form described below.

Students wishing to register for an independent study obtain an INDEPENDENT STUDY PERMISSION FORM in triplicate from the Registrar or the department chairman. The department chairman signs the form and then either a) writes the name of the Instructor who will be supervising the study in the space provided OR b) asks the student to get the supervising instructor's signature on the form. It is understood that such application is preceded by a discussion of the proposed study by the student with an instructor.

The student brings all three copies of the signed form to the Registrar's Office in order to register for the independent study course. The three copies are later distributed to the department chairman, the instructor who is supervising the project, and the Registrar's Office.

Final grades for the independent study projects are given by the faculty-sponsor to the department chairman who reports the final grades for all students to the Registrar's Office.

Special Major

Various major fields of study are available to CSC students either at St. Catherine's itself or through the cooperating colleges. The requirements for these various majors are defined in the catalog. In addition, Special Majors may be proposed by the student in place of the regular, defined programs.

Definition:
The Special Major, which involves study in depth in two or three fields, is intended for the student who wishes to design a program to fulfill special interests or goals. The program of study should include a minimum of 12 and a maximum of 15 courses, with at least half the courses in each field at an advanced level. (The Special Major differs from a double major for which the student meets the complete requirements of two separate fields.)

Procedure:
The student consults with the departments involved in her proposed major and with her advisor.

The student fills out the form, Petition for Special Major (see p. 21.4) and submits it to the Academic Dean by the date in her sophomore year when sophomore petitions are due. The petition will be reviewed by the Curriculum Committee; in some instances, the Committee will ask for a personal interview. The Academic Dean will notify her of the action of the Committee before preregistration time in the spring.

Special Majors, Examples

East Asian Studies (or other Area studies such as Middle Eastern, Russian, Latin American, African, South Asian): a language and cultural emphasis is common. Courses will normally need to be taken on several of the Five-College campuses, in departments of Modern Languages, History, Religion (Theology), Philosophy, Literature, Art, and the various Social Sciences.

Humanities Normally based on a core of Interdisciplinary courses in Humanities (at CSC, ID 201, 202, 203 and 204) and additional study in the departments of Art, Speech and Theatre, English, Modern and Classical Languages, and Philosophy.

Social Studies Normally based on a core of courses in a single field (Anthropology, Economics, Geography, History, Political Science, Sociology), and additional study in several of these same fields.

Topical Areas Many different possibilities can be arranged depending on individual student interests and goals. Some topical majors proposed by CSC students recently are:

Institutional Policies Con't.

"Business and Human Relations" (combining with Business Administration study in Psychology and Sociology).

"Occupational Therapy and Child Development" (combining OT study with Psychology, Education, and Biological Sciences with emphasis on child growth and development).

"English and Journalism in Public Relations" (core of study in EN and JO supplemented by work in Business and Communications).

Mechanisms of Change in Economic and Political Systems" (course work chiefly in PO and EC).

"Modern Languages and Business" (combining foreign language study and work in Business Administration).

Environmental Studies (to prepare for participation in environmental activities programs or for graduate work; involves study in the sciences--Biology, Chemistry, Geology, Physics; in Mathematics; and in the social sciences--Political Science, Economics, Geography).

(From Academic Dean)

Jan. 25, 1974

ACTION BY CURRICULUM COMMITTEE

(Do Not Write In This Area) _ _ _

PETITION FOR SPECIAL MAJOR

STUDENT'S NAME _____ GRADUATION DATE _____

P.O. _____ PHONE _____ CUM. GPA _____ DATE SUBMITTED _____

TITLE OF THE SPECIAL MAJOR: _____

PURPOSE OF THE SPECIAL MAJOR (one paragraph):

COURSES IN SPECIAL MAJOR: (Include dept., number, and title; put an x in front of courses already completed.)

SUPPORTING COURSES: (List on back, if necessary.)

APPROVAL OF THIS PROPOSAL BY ADVISOR AND DEPARTMENT CHAIRMEN

DEPT. CHAIRMAN: (signature) _____ (date) _____

(comment) _____

DEPT. CHAIRMAN: (signature _____ (date) _____

(comment) _____

DEPT. CHAIRMAN: (signature) _____ (date) _____

(comment) _____

ADVISOR: (signature) _____ (date) _____

(comment) _____

Interim Proposals

The purpose of the Interim term is to break the typical routine of expected schedules and curriculum in hopes that such a change may reinvigorate a sense of intellectual excitement and adventure. For the faculty the Interim offers the opportunity to delve deeper into a specific area not emphasized in the usual curriculum, to experiment with different pedagogical techniques, and to teach in an area of high interest not in their customary departmental classification.

Proposals for Interim study must have substantial intellectual content and must presume sustained effort that is disciplined, consciously structured and carefully evaluated by appropriate means.

1. All proposals should clearly include sufficient matter to occupy students productively for a full month.

2. Approval for an Interim course must not rest upon the degree to which it approximates the conventional. Instead approval should be dependent upon:

   (a) the degree to which proposals place high intellectual demands on all concerned;
   (b) the degree to which the proposed subject matters form a coherent whole;
   (c) the degree to which there is precision in the articulation of goals.

3. If the acquisition of skills is a large component of a proposal, care should be taken that other aspects (such as theory, history, cultural background, and appreciation) are included in an integrated and systematic manner.

4. Proposals which include field work should make generous provision for advance preparation and also for systematic reflection on the experience.

5. All proposals should include ample provision for explicit evaluation of the work done.

6. To retain a sense of freshness that is in line with the objectives of the Interim term, unless there is unusual student demand, courses should not ordinarily be repeated more than two years consecutively.

The proposals are to be no more than one-half page in length and include title, objectives, procedures, method of evaluation, prerequisities, and expenses.

(From a Curriculum Committee Report, 1972)

INSTRUCTIONAL MATTERS

Syllabi and Course Plans

Syllabi for courses newly introduced or substantially changed are regularly prepared each semester for the department chairman who forwards them to the Academic Dean at the time of the annual departmental report. A basic syllabus outline includes:

a. Number and title of course.
b. Designation of full or fractional course value.
c. Instructor's name.
d. Text.
e. Aims of the course.
f. Course content outline.
g. Techniques used:
   Lectures, papers, laboratory work, special projects, discussions, etc.
h. Bibliography
i. Testing and evaluation,
   including copies of important examinations.

Classroom Assignments

Classroom assignments are the responsibility of the Registrar on the basis of class size and instructional needs. A chart indicating use of classrooms at all teaching hours is mounted on the west wall of the Registrar's Office. Changes in class hours, which should be cleared with The Academic Dean, are recorded with the Registrar, who corrects the chart. Discussion sections meeting for one or more hours a week in a conference room or a classroom other than the assigned one should be recorded in the Registrar's Office to prevent double scheduling.

Attendance Policy

Instructors are alerted to the attendance policy statement in the Catalog, p. 38. An instructor's policy should be explained clearly to students at the beginning of each term.

One of the ways the faculty make clear their interest in the student as an individual is their awareness of continued or unexplained absences from class. Calling the Dean of Students about the continued absence of a student for whom no drop card has been received may provide the opportunity for a service necessary to a student in potential or real trouble. After she has found the reason for a continued absence and has, if necessary, referred the student to counselors, the Dean of Students will notify the faculty member who called her.

Class Admittance Cards

At the beginning of each semester students are issued class admittance cards for all courses for which they are officially registered for that semester.* Every faculty member should require a class admittance card for each student in the class. St. Catherine's students should be asked for their cards the first class session of the semester. Cards for exchange students will be issued directly to the instructor from the Registrar's office.

*Cards are not issued to students who "ADD" the course after the instructor has received the class list. (See statement below "Drop-Add Procedure".)

Drop-add Procedure (after class lists have been issued to instructors)

A student wishing to ADD a class must obtain the instructor's signature on a drop-add card. If the class is already too large the instructor may refuse to sign the card. In order to admit a student to the class the instructor signs the drop-add card and ADDS THE STUDENT'S NAME TO THE CLASS LIST. The student keeps the signed card and takes it to the Registrar's Office where the registration is changed. No class admittance cards are issued for these students who add classes after the class lists are printed.

A student wishing to DROP a class must fill out the drop-add card in the Registrar's Office. The St. Catherine's student is NOT required to get the signatures of instructors for dropped courses. The Registrar will send a note notifying the instructor that the student has dropped the course AFTER the student has completed the "drop" procedure in the Registrar's Office. Students sometimes stop attending class days or weeks before they finally complete the drop procedure in the Registrar's Office An instructor wishing to check on a "missing' student for whom no drop notice has been received should call the Registrar's office. The office may be able to help contact the student to find out if the student is planning to drop the course.

EVALUATION AND GRADING

Policy on Student Academic Progress -- See current catalog

Final Examination Policy

(1) Faculty members determine methods of evaluation appropriate to the objectives of each course and the students taking each course.

(2) Whatever means of final evaluation are selected, it is expected that the scheduled time during the Final Examination period will be used for final evaluation purposes. "Take-home" tests should be assigned in such a way as not to interfere with the normal work students have in regular classes during the week immediately preceding the Final Examination period.

If the regular classroom is not needed for the final evaluation, notices should be given to the Registrar's Office. This procedure helps the Registrar reassign rooms when requested (see point 5 below).

(3) Any student who has three or more examinations scheduled on the same day may reduce the number to only two by the consent of the instructor of each rescheduled examination.

(4) It is understood that rescheduling of final examinations is not permitted except for serious reasons beyond the student's control (examples of such reasons are a death in the family or a student illness); plane reservations are not usually in the category "serious reason." Within the above general guidelines, faculty members are expected to exercise their own judgment in responding to student requests for rescheduling.

(5) Faculty try to ensure the best possible physical conditions for Final Examinations. Should the regular classroom be considered inadequate, request should be made to the Registrar for a better room.

Revised 11-7-72

Mid Semester Grades

Grades, reported to the Registrar according to the directions attached to computer sheets, currently follow the system outlined in the Catalog. Mid-semester grades are reported as Pass except for freshmen and for students doing D or F work. However, CST students must be given a letter grade.

Comments For CSC and CST Grades

Grade reports reach parents and students by means of a computer-printed slip. A system of codified comments is used to permit the instructor to add at least a brief comment by way of explaining the grade. Comments are available from the Registrar's Office.

Incompletes

The policy on incompletes is stated in the Catalog. Instructors should promptly report a make-up grade on forms available in the Registrar's Office.

Dean's List

The Dean's List, published twice annually, recognizes students who have earned a 3.7 grade average (4.0=A) while taking at least three full courses on a graded basis.

FACULTY OFFICES AND OFFICE HOURS

Faculty offices are assigned by the Academic Dean. As far as possible, these are private and furnished with desk, chair, filing cabinet, bookshelves, and telephone. Office hours should be posted on the door. The Faculty recognizes the importance of being available to students during regularly observed hours and by appointment at other times when necessary. Forms provided for recording teaching schedules and office hours are to be returned at the beginning of each semester to the Switchboard.

STUDENT GROWTH AND DEVELOPMENT

GUIDANCE ACTIVITIES

Advising

1. Faculty members are assigned freshmen and transfer student advisees according to the stated academic interests and personal preferences of the incoming students. Faculty are usually provided with basic information on new advisees early in the semester; they should consult the student personnel files kept in the small room adjacent to the Counselor's Offices on the second floor of Derham Hall for further information. The attached form may be used for recording information about each advisee. (See p. 25.2.1)

   Students may decide to change advisers especially if they change their major field interest. Changes are made at the request of the student by means of a form available at the Registrar's Office. The new adviser's signature is required on the duplicate form which the student then returns to the Registrar's Office. Duplicate copies are sent to the new and former advisers as notice of the change.

2. Functions of the faculty adviser

   Academic

   (a) To help the student review her program of study, make any necessary changes in the first two weeks of the academic year, and plan her program for future registration periods: second semester and preregistration in the spring for the subsequent year.

   (b) To become familiar with the scholastic background of the student by consulting the personnel files in the Registrar's Office. These contain admission correspondence, school record, references, test scores, autobiographical information, grade reports and further correspondence.

   (c) To discover the study habits of the student and help budget her time balancing study, work, and social life. It is important to get the student started on academic work early in the year lest her whole college career be jeopardized by a poor beginning.

   (c) To confer with the advisee concerning midsemester and semester grades. To discuss with the failing advisee the reasons for failure and to suggest measures to be taken. To encourage the average student. To help the gifted student to develop her talents.

Guidance Activities Con't.

(e) To encourage the student to attend educational events on campus in addition to those occurring in the classroom.

(f) To help the student clarify her goals in choosing a major (attached, p. 25.2.2 Major Field of Study)

Personal

(a) To help the student make the necessary adjustment to the college environment.

(b) To help the student with personal problems which she may present or if necessary refer her to someone qualified to give the needed help: counselors (see below), doctor, nurse, teacher, dean of students, academic dean, or campus ministry.

(c) To help the student balance her academic and social commitments with enough emphasis on the academic.

(d) To make the student aware of the resources on campus for spiritual growth, aesthetic expression and healthy physical development as well as scholastic achievement and social life.

(e) To be available if the student wishes help on any problem. Some schedule of regular office hours is a minimum essential.

(f) To offer understanding and sympathetic attitudes toward personal problems.

Counseling and Allied Services

In addition to academic advising available through faculty advisers and deans, the College also provides the services of professional counselors. The counseling office is located on second floor Derham Hall (see Catalog p. 18). The faculty is alerted to the importance of referring students who need assistance beyond that which advisers or other staff members have the time or preparation to offer.

The counseling staff is available for a wide variety of services: counseling for personal growth and adjustment; educational and career planning; providing and evaluating interest, aptitude, and adjustment tests. Appropriate avenues for additional help are also provided by referrals to clinical psychologists and psychiatrists. The Hamm Psychiatric Clinic is also available for referrals. A social worker (Room 204 D.H.) and a coordinator of Indian programs (first floor St. Mary Hall) are available full time to assist Black students and Indian students, both those enrolled at the College and prospective students.

Advising

MAJOR FIELD OF STUDY

The following majors are available to St. Catherine's students. The courses given after certain majors (for example, AR 101) are recommended as the appropriate beginning course for the major and should be taken into consideration as you choose your Liberal Arts Core program.

*No specified courses for first semester; general liberal arts program the first year. Prospective majors should also begin their College Math. sequence.

Art (AR 101 or 102)
Biology (BI 111; CH 111)
Business Administration (BA 210)
Chemistry (CH 111)
Economics*
East Asian Studies (Japanese or Chinese language)
Elementary Education* (There will be a fall meeting for Freshmen who are interested in Elementary and Secondary Education to discuss the Human Relations and State Requirement (Minnesota).
English (EN 130, 131, 132)
Foods and Nutrition (HE 200, CH 111)
Foreign Language*: Chinese, French, German, Japanese, Latin, Russian, Spanish. For either Chinese or Japanese, major field must be East Asian Studies.
Geology (GE 111T) Prospective majors should also begin their College Math sequence.
History*
Home Economics (HE 210)
Humanities*
Journalism*
Library Science*
Mathematics (MA 105 or 113)
Music (MU 113; also Individual Performance Study and an Ensemble. The music major should be started in fall of freshmen year.)
Nursing (CH 101)
Occupational Therapy (PS 111; AR 120) AR 120 may be taken second semester or first and can be used to meet Fine Arts area requirement in Liberal Arts Core. OT 300 is open to freshmen interested in O.T.
Philosophy (PL 190)
Physical Education*
Physics (PH 111T plus Math sequence)
Political Science*
Psychology (PS 111, BI 111)
Quantitative Methods (Math sequence)
Religion (Theology) (TH 120)
Social Studies*
Social Work (SO 100)
Sociology (SO 100)
Speech and Theatre (ST 103)
Textiles and Clothing in Business (HE 210)
Theology (Religion) (TH 120)
Special Major* (Through consultation with faculty advisor during first semester)

Pre-professional:

Pre-dental (as for Biology)
Pre-medicine (as for Biology major plus Math sequence)
Medical Technology (Math course, CH 111 and/or BI 111)
Law (general liberal arts program with major as desired)

There are other pre-professional programs available including Engineering, Veterinary Medicine and Pharmacy. The Academic Dean has information avail-

Members of the college faculty and administrative staff are also encouraged to discuss with any of the above persons evaluation of test scores and possible solutions to a student's academic or other difficulties. Faculty may also ask that one of the counselors seek out a student who appears to need special help. Appointments by both students and staff may be made by campus phone, through intra campus mail, by going to the counseling office, or reserving a time at the D.H. reception desk. All contacts by students or staff are confidential and are not recorded in student personnel files without permission.

Campus Ministry

The campus chaplains are available for members of the college community. Their offices are on the first floor of the Chapel Guest House. Hours for liturgical services are posted near the chapel doors or are available through the switchboard.

Financial Aid

Students in need of financial aid must submit an application to the College and must file either a Parents' Confidential Statement or a Family Financial Statement. These forms are available in 102 Derham Hall; the deadline for returning these forms is February 5 for the following academic year.

Faculty members can be of real help in the area of financial aid when a student says she is leaving school, or dropping courses, because of a shortage of money, or when it is obvious that a student is working too many hours. The faculty member should talk with the student and whenever possible refer the student to the financial aid office. In those situations where a student is really reluctant to discuss finances with the financial aid office, the teacher should send any information available to the office.

Funds are available for students in an emergency such as transportation difficulties, death of a parent, an unusually large book bill. These emergency funds are available through the financial aid office; they are not intended to be used as financial aid for students who failed to apply for aid. Students may obtain small loans through the College Association.

Financial aid may be granted for second semester to students encountering financial difficulty if some is available. Students must apply for this aid in November and must offer some evidence of a change in their circumstances since their application for the whole year was made. This aid is not available to students who feel they did not get enough for the year, but rather to those whose financial circumstances have changed to warrant it.

The College Association

All duly enrolled students belong to the College Association. Legislative powers are given to elected officers of the College Association Governing Board which consists of a President, a Vice President for Educational Affairs, a Vice President for Co-Curricular Affairs, a Secretary and a Treasurer, as well as elected representatives of each class and the Class Presidents.

Members of the College Association serve on committees with faculty, make recommendations, and attend Faculty meetings. Faculty are free to attend CAGB meetings and enter into the discussions.

Representatives of the C.A. meet with student governments of the five coordinating colleges and the private colleges of Minnesota in order to exchange ideas, plan joint activities, and support educational advancement.

The C.A. takes the responsibility for student orientation, social events, cultural experiences, and cooperation in co-curricular events.

Faculty and Co-Curriculars

The faculty recognizes the value both to individual students and to academic departments of co-curricular activities, either as regularly meeting organizations or as less formally constituted occasional gatherings. Through cooperating as invited moderator or as participant in these activities, a genuinely interested faculty member can extend and make potent in students' lives the objectives of a liberal arts education. Departmental morale is generally high in those departments whose faculty are active in co-curricular affairs.

Permission to organize any new extra-curricular group or activity is obtained from the Dean of Students.

Scheduling Co-curricular Events

A calendar of scheduled co-curricular and special class events (e (e.g., outside speaker, meeting to which off-campus persons are invited) is kept in the office of the Dean of Students. To schedule an event, faculty members should check on the availability of the place they wish to reserve on the calendar or, if they are expecting to schedule the meeting in speech or music department rooms, with the secretaries of those departments. Then the faculty member obtains a form in triplicate from the Dean of Student's Office, indicating time, place, description of event, facilities necessary. (A sample of this form is attached - p. 26.1.1) One copy is kept for the calendar record, one is forwarded to the appropriate arrangement personnel, one is retained by the faculty member. All events scheduled by Friday of the preceding week will be listed on the weekly calendar of events circulated from the Dean of Student's Office. (See also Functions of the News Bureau).

For scheduling outside events at C.S.C. or for scheduling the use of the Alumnae Center for outside events, see Scheduling outside events at C.S.C. on p. 37.1.

EVENT REQUEST FORM **THE COLLEGE OF ST. CATHERINE**

GENERAL INFORMATION

Name of Organization _____ Person in charge _____

Kind of Event _____ P.O. No. _____ Tel. No. _____

Place of Event _____ Date of Event _____ Time _____

Date of Request _____ Faculty Advisor _____

SPECIAL INFORMATION IF EVENT IS IN MARIAN LOUNGE

East Lounge ____ West Lounge ____ Both ____.

Food to be served? Yes ____ No ____. Obtained from Food Service ____ Own source ____

Food and/or beverage to be served: 1 _____ 2 _____ 3 _____
4 _____ 5 _____ 6 _____ 7 _____ 8 _____

Number expected to attend _____ No. in attendance (do not fill in) _____

Will there be a speaker? _____ Do you want a lectern? _____ Loud speaker? _____

Blackboard? _____ Movie screen? _____ Piano? _____ Other? _____

SPECIAL INFORMATION IF EVENT IS IN JEANNE D'ARC AUDITORIUM

(If event is in O'Shaughnessy, arrangements are made with Auditorium Office)

Stage: Lectern ____ Chairs on Stage (Number) ____ Full Stage ____ Apron ____
Movie Screen ____ Microphone ____ House lights ____ Stage lights ____

There is a $5.00 charge for setting up and managing lights for each rehearsal and performance

Other accomodations by special arrangement

Remarks:

DS-0006

PROFESSIONAL ACTIVITIES

GENERAL RESPONSIBILITIES

The Faculty recognizes its responsibility to keep aware of research in individual fields and in higher education. Readiness to experiment with instructional methods, willingness to participate in forums and workshops, visiting classes are further ways toward professional development.

DUTIES OF ALL FACULTY

a. Full time faculty members are expected to attend general faculty meetings. Part-time faculty members are encouraged to attend all meetings. Thursday mornings at 10:25 and Thursday afternoons at 4:15 are set aside for committee meetings, forums, and general faculty meetings.

b. Faculty members are responsible for announcements made by:

   (1) individual notices placed in faculty mailboxes,
   (2) notices in the Cog, the faculty news-sheet,
   (3) announcements made at faculty meetings,
   (4) bulletins sent out from the office of the President or from the publicity office, and
   (5) notices posted on the bulletin board near the Faculty mailboxes.

c. In case of an unexpected and therefore unarranged absence, a faculty member notifies the department chairman so that class members can be informed or a substitute provided.

d. Faculty members are urged to make suggestions to any member of the Library Committee for the improvement of library collections, library services, and library public relations.

e. Faculty members write references for students at their request for grant applications and for placement service files.

f. Faculty members are expected to be present in academic dress for commencement processions and exercises. The Faculty recognizes that students and their families deserve full faculty representation at the culminating academic occasion for a college career.

COMMITTEE PROCEDURES

Lists of current members of faculty committees are furnished to each member every year. Committees ordinarily evolve their own procedures. Normally a secretary is appointed by each committee at its first session. The secretary files minutes and any other documentary material. The file is given to the committee chairman at the end of the year to be passed on to the next secretary. Copies of the minutes are given to each member of the committee, to the President, and to the Academic Dean.

At the end of the academic year the chairman of the committee prepares three copies of a summary report and evaluation of the year's activities, one copy of which is filed in the committee's minute book and the other copies sent to the President and the Academic Dean.

Committees have power to act on routine matters. Where special projects are deemed necessary or useful for the welfare of the College, such projects may be requested of a committee by the administration of the faculty. At the conclusion of the project a report is made to the one requesting the work to be done.

TRAVEL AND RESEARCH

Professional Meetings

To encourage the professional growth of the faculty and to promote the vitality of the individual departments, the College will pay the expenses, in whole or in part, of the faculty members attending professional meetings. The chairmen of the departments, in consultation with the department members, shall give the Administration an annual list of meetings at which they recommend their departments be represented. The Administration shall authorize reimbursement for such expense on the principle of distributing such opportunity equitably among the departments and individual faculty members.

On the occasions when a faculty member is an official delegate of the College, the College shall pay the necessary expenses.

Procedures:

(1) Department chairmen should submit their annual lists of recommended meetings for faculty travel to the Academic Dean.

(2) With careful planning, support may possibly be available to each full time faculty member for one national and one regional meeting of a major professional association, with the understanding that when great distances are involved it may be necessary to limit the national meetings to alternate years. Advance planning with the department chairman is recommended, and preference may be given to those who make long-range plans for their professional travel.

(3) Air travel should be by coach when available. Compensation for automobile travel will be made. Meals at meetings will ordinarily be limited to one official banquet or conference meal. The conference registration fees, when separate from organization membership dues, will be paid by the College.

(4) Occasions when entire departments are away at the same time should be kept to a minimum.

Travel request forms can be obtained from the Academic Dean. Allow at least ten days before the date of departure. Complete the form in duplicate; obtain the signature of the department chairman; and give the form to the Academic Dean for final approval. The Business Office after receiving both approved forms from the Dean sends one copy to the applicant as notice of approval and retains one from which the check is written. The check will be placed in the faculty member's mailbox. After return the applicant records actual expenses on the travel request form; attaches vouchers and receipts; and submits this material to the Academic Dean.

Sabbaticals

Long term planning of sabbatical leaves is advantageous to the College, the departments, and the faculty members eligible for these leaves. Planning in consultation with the Department Chairman and the Academic Dean ought to begin at least two academic years before the anticipated sabbatical leave.

Formal application for sabbatical leave should be made by Nov. 1 of the year preceding the leave (Nov. 1, 1973, for a 1974-75 leave). The form is available in the President's Office. One copy of this application should be given to the department chairman for forwarding successively to the Faculty Personnel Committee, the Academic Dean, and the President.

If by Nov. 1 there are more applicants than the departmental good or the financial condition of the College can absorb, the President, the Academic Dean and the Faculty Personnel Committee will consult with the Department Chairman and the applicants to arrive at an equitable decision, considering the entire set of applications and establishing, if necessary, a preferred and alternate listing. The alternate would be offered the leave if a preferred applicant did not carry out the proposed plan. The applicants would be expected to make known change of plans promptly to permit alternates or late applicants to replace them.

On return the faculty member may be asked to address the faculty or to share in some other way salient features of the experience in order to stimulate professional growth of other faculty members.

GRANT APPLICATIONS

Faculty members are encouraged to apply for grants for their particular interest in their field for their department or for themselves. The Director of the Development Office can assist the faculty member in searching out a grant and in making the application for the research or program. For those interested in knowing what type of fellowships and grants are available for the year, the Annual Register of Grant Support, available in the Library and the Development Office, should be consulted.

Grants for cooperative inter-college programs and urban affairs programs are available from the Office of Inter-College Cooperation. Guidelines for the application proposals were circulated in the Inter-College Circular #1, December 21, 1972 and #7, December 12, 1973. Copies may be obtained through the Office of Inter-College Cooperation. The funds for these grants come from an award made by the Hill Family Foundation to Augsburg College, Hamline University, Macalester College, the College of St. Catherine, and the College of St. Thomas in June, 1972 for a four year period.

Individual faculty members at the College of St. Catherine may apply for the Sister Marie Ursule Faculty Extended Education Grant established by the CSC Alumnae Association in memory of Sister Marie Ursule, Director of the Alumnae Association from 1952-1972. This grant provides funds up to $250 per request for a faculty member to experience or to pursue a particular educational opportunity not included in the budget. Requests should include a written statement of the purpose for which the money would be used and the amount requested. Since the amount is limited to $1,000 per school year, grants will be given on a first-come-first-served basis with preference for first-time applicants. Requests should be sent to the College of St. Catherine Alumnae Association.

(Announced at the Faculty Meeting on January 17,1974)

BOOKSTORE

The Bookstore is open Monday through Friday 8:00 a.m. - 3:45 p.m. Principally the campus source for textbooks and supplies, it also carries paperbacks, greeting cards and a limited stock of gift articles.

Textbooks should be ordered not less than two months before they are needed since the similarity of academic calendars throughout the country often creates unavoidable delays. Requisition forms are available in the Bookstore. If an order is not available, the Bookstore Manager will notify the faculty member as soon as this notice is received. At the beginning of terms, faculty members are asked to check the arrival of their texts in the Bookstore. A notice of the arrival of textbooks ordered after term beginnings will be put in the mailbox of the faculty member ordering them. The Bookstore does not order individual copies of books other than texts for students or faculty members.

Publishers honor requests for a desk copy of a text only when the faculty member requests it. Forms are available in the Bookstore.

A six-month limit for returns of overstocks necessitates regular checking by the faculty member and care in ordering as close as possible to the number actually needed. The Bookstore Manager asks that faculty members notify the Bookstore promptly when they know a regular title will not be used for the next term.

Supplies may be charged to the departmental budget by the faculty member purchasing them; they are entered in a ledger at the main counter of the Bookstore. If a faculty member sends a student to make a departmental charge, student should bring written authorization, sign her name and the name of the faculty member authorizing charge.

Duplicating on SCM copier is available.

Faculty and other college employees are allowed 10% discount on all Bookstore purchases.

LIBRARY

COLLECTION

The St. Catherine Library offers a wide variety of materials, including books, periodicals, records, tapes, cassettes, slides, microforms (microfilm, microfiche, and microcards), filmstrips, maps, pictures, and audio-visual equipment for faculty use.

Special collections include the Woman's Collection, the Archives of the College, the Charlotte Hill Slade Collection (rare books and Orientalia), the Ruth Sawyer Collection (children's literature), and the Mother Antonia McHugh Collection (authographed books and manuscripts).

In addition to the main library, the Performing Arts Library (PAL) is maintained in the Music Building. It houses the record collection, scores, music, and songbooks, and books on the technical aspects of music and drama. It is equipped with sixteen listening stations that have phonographs and tape players. A listener may also tune in to any of six different programs fed in from the control center. Faculty members may arrange to have tape programs played for their students.

FACILITIES FOR STUDY

Faculty members will find for their use two special types of study accommodations in the library: the faculty study, room 226, and carrels on the first floor in the stack area.

The faculty study, furnished with lounge furniture and study tables, was designed to give faculty members a secluded and quiet place for study. On an exhibit shelf maintained in the faculty study, new books are placed for ten days before being shelved in the browsing area or in the stacks. Faculty members may request a new book by signing on the yellow reserve form in the book pocket. Faculty members should come for the books they have requested as soon as possible after receiving the notice. If the books have not been taken within ten days, they will be circulated to the next name on the request slip. Faculty members may write their names on the request slips if they wish to reserve a book next, but should always give priority to names which are first on the list. By visiting the faculty study regularly, faculty members will be able to see new books received in the library.

New reference books are displayed in the Reference Room, and from time to time annotated lists of new reference sources are distributed to the faculty.

The carrels are arranged around the outside of the stack area. A faculty member may reserve a carrel by giving his or her name and the carrel number to the assistant Reader Services Librarian.

Book lockers are located in the stack area and may be reserved in the same way as carrels. Combination locks are available from the Librarian.

If you would like to receive telephone calls or have people directed to you while you are in the library, please sign the "faculty register" at the circulation desk, with your name, location in the library, date and hour.

FACILITIES FOR MEETINGS

There are four rooms available for meetings, three in the main library and one in the Performing Arts Library. Each of these rooms should be reserved in advance. Please consult the schedule book at the circulation desk of the main library for the three rooms in the main library, or the Performing Arts Library for the Seminar Room there.

Room 223 in the library is a faculty conference room which seats ten persons. No student groups or classes may use this room.

Conference Room 225 is available for seminar or group meetings. Approximately 25 persons can be accommodated around tables or up to sixty in a lecture arrangement.

There is a small projection room, seating 25, on first floor, room 110, equipped with a wall screen and an opaque projector. Other types of machines may be borrowed from the audio-visual service.

The PAL Seminar Room (Music Building 201A) seats 16; it is equipped with a wall screen and has an audio-visual cabinet with turntable and tape deck.

BORROWING PRIVILEGES

Faculty members may borrow books for a reasonable length of time (subject to recall for reserve use or a request, if they can be released).

Faculty members may borrow periodicals, both current and bound volumes. The current issue of a periodical should ordinarily be returned after one-day use but scholarly periodicals and bound volumes may be borrowed for two weeks.

Recordings are loaned to faculty members for a reasonable period of time. Since the record and tape collections are not as extensive as the book collection, instructors should be considerate of the needs of others.

Books borrowed through CLIC (Cooperating Libraries in Consortium) are given a one-month borrowing period by the lending library. Faculty members do not have extended borrowing privileges in CLIC. Also, several libraries do not allow renewal of books. Successful continuation of the CLIC system requires the cooperation of all borrowers in returning materials promptly. Photocopy borrowed through CLIC does not have to be returned.

CLIC (COOPERATING LIBRARIES IN CONSORTIUM)

CLIC (Cooperating Libraries in Consortium) is an organization of Twin Cities libraries that includes college, university, public, and reference libraries. Members of CLIC are The College of St. Catherine, Augsburg College, Bethel College, Concordia College, Hamline University, Macalester College, The College of St. Thomas, and the James Jerome Hill Reference Library. As a group, the CLIC colleges have borrowing privileges with the St. Paul Public Library and the University of Minnesota. A Union catalog of the book collections of the CLIC libraries is maintained at the Hill Reference Library, and a Union List of Periodicals for the CLIC members and the University of Minnesota is shelved behind the desk in the Reference Room. All the libraries are connected to the Hill Union Catalog by "direct line" phones. Requests must include author, title, and preferably date for a book; and for periodicals, the volume, date, and pages of the periodical article. The CLIC courier service delivers and picks up material twice a day at each member's library.

Inter-library loan from libraries outside the local area is available through the Reader Services librarian.

ORDERING PROCEDURES

Orders for books should be given to the head librarian, room 222, who will see that the order is processed. Individual faculty members may submit orders directly to the librarian. Faculty members are responsible for developing that part of the collection which pertains to their subject fields and to make suggestions at all times for its improvement. Faculty members are encouraged to have out-dated material removed from the book collection.

The outstanding order file is kept in the acquisitions office, room 224. The "books received" file is kept in the Technical Services Department. These two files will show which books are on order and which books are in the Technical Services Department. Faculty may consult these files at any time.

A temporary card is filed by title in the card catalog shortly after the book is received. If there is no call number on the card, please ask one of the librarians to assist you in locating the book.

Suggestions for new periodical subscriptions (or suggestions to cancel those not needed) should be directed to the reference librarian.

Orders for records and tapes should be directed to the Performing Arts librarian.

SERVICES

Xerox copying is available at the circulation desk. Faculty members may charge material being copied for their teaching or committee use in the charge book. Material copied is limited to one copy from the student help. For multiple copies the material should be taken to the Publications Office.

A typing room for public use is located in the stack area, room 121. A few typewriters are kept there, for student and faculty use, free of charge. Anyone who wishes to do so may bring his or her own typewriter for use in this room.

Library instruction for classes is available. Tours and classes of one to three days are available from the reference or assistant reader services librarian.

"Term paper assistance" (TPA) is available for students from the reference librarian. This service gives students personalized help in doing research and in learning proper form for papers.

Books that are circulating may be reserved for your use by putting a request on the book.

Special catalogs are maintained for the convenience of the faculty: the departmental library science catalog in room 105; the slide, map, and filmstrip catalog in room 212; and the records/books and music catalog in PAL.

RESERVE

Faculty members may place books on reserve either by taking them from the shelves themselves or by asking the library staff to gather the materials. A form (available from the reader's services librarian) should be filled out, noting such particulars as the name of the reserve, type of circulation desired, name of requesting faculty member, and the description of the materials.

Books are left on reserve until instructors give permission to return them to circulation or until the librarians observe that the books are not being used.

Reserve books are arranged alphabetically by the names of the courses. The room has open shelves with self service, but an assistant is on duty at the desk at all times to answer questions and to help the students and faculty.

Desk reserve should be requested only for special items which need to be guarded or restricted to room use. Desk reserve space is limited.

Any instructor may take books from his own reserve. If a book is not returned to the reserve within a month, the book will be removed from the faculty member's reserve. If an instructor needs a book from another instructor's reserve, he or she should take it for a day only or ask the instructor's permission to keep it for a longer period of time.

LIBRARY HOURS

Main Library

Monday through Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:30 p.m.
Saturday	10:00 a.m. - 4:30 p.m.
Sunday	2:00 p.m. - 10:00 p.m.
Interim	Special Schedule
Vacations	If you need to use the library during vacations, contact the Reader's Service Librarian

Performing Arts Library (Music Building)

Monday through Thursday	9:00 a.m. - 5:00 p.m. 6:30 p.m. - 9:30 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	CLOSED
Sunday	2:00 p.m. - 5:00 p.m. 7:00 p.m. - 10:00 p.m.
Interim	Special Schedule
Vacations	If you need to use the library during vacations, contact the Performing Arts Librarian.

AUDIO-VISUAL CENTER

The Audio Visual Center is in the Library just behind the reference desk, rooms 212-213. The Center provides the following services:

a. Rent films when provided with the title and the date needed--order a term in advance,
b. Pick up films at St. Paul and Minneapolis Public Libraries--with 1 week notice,
c. Show films by setting up the equipment and running the projector-- with 1 week notice,
d. Stock projector bulbs according to a list of required lamps and exciters provided by each department,
e. Produce transparencies--a large type typewriter which can add color is available in the center,
f. Dub LP records on to cassette or reel-to-reel audio tape,
g. Produce audio tapes for cassette or reel-to-reel,
h. Produce slides,
i. Repair equipment--simple repairs or an assessment of professional repair required,
j. Loan the following equipment--reel-to-reel or cassette recorder, record player, Carousel slide projector, filmstrip projector, projection screen,
k. Coordinate consolidated purchasing--audio cassettes, tapes, transparency material supplies,
l. Coordinate TV studio production utilizing Hamline and St. Thomas TV studios,

m. Standardize AV equipment--please consult the AV Media Coordinator before ordering materials in order to obtain the lowest price and the best equipment,
n. Media consultation for software according to specified needs.

The Media Coordinator, John Lange, is in the AV Center, Library Rooms 212-213 from 8:00 a.m. to 5:00 p.m. Mondays through Fridays. His extension phone number is 200.

PERSONNEL OFFICE

FACULTY BENEFITS

The Blue Cross hospital plan and the Minnesota Indemnity Incorporation (MII) are provided for eligible faculty members under sixty-five years of age.

A Group Long Term Disability Employee Insurance is also provided to full-time eligible faculty members under sixty-five years of age. Benefits do not begin until after a waiting period of 90 days. A Monthly Benefit of 60% of Basic Monthly Earnings is paid until the individual is able to return to work or until age 65.

Life insurance is carried for the full-time eligible faculty members for 60% of their annual salary by the College. The individual may choose to pay for the additional 40% of their annual salary by requesting that the cost be deducted from their monthly pay check.

Retirement plans from TIAA and CREF are available for eligible faculty members when they reach tenure or thirty years of age, whichever is earlier. The College matches the individual contribution.

FACULTY SALARIES

Faculty salaries are paid in ten payments on the fifteenth of each month beginning in September. The salary envelope is placed in the faculty member's mailbox. One twelfth of the full salary is paid to full-time faculty each month for nine months. At the end of the school year, after the faculty member has turned in the grade reports to the Registrar's Office, the remaining three-twelfths of the full salary is paid. This last check is picked up personally in the Business Office. Part-time faculty members are paid over a nine-month period.

Each new faculty member must fill out an application form and a form for withholding taxes before the first check can be written. The forms are available in the Personnel Office. Any changes in tax exemptions or address should be reported immediately to the Personnel Office.

ACCIDENTS

Any accident which would be covered by Workmen's Compensation should be reported to the Personnel Office within three days after the accident. Reports must go into the insurance company within one week.

PUBLICATIONS DEPARTMENT

HOURS AND LOCATION

Director of Publications Room 10, Derham Hall	9 a.m. to 4:30 p.m. Extension #300
Typing Service and Duplication Room 11, Derham Hall	8 a.m. to 4 p.m. Extension #338

PREPARING JOB ORDERS FOR DUPLICATION

Copies will appear exactly as typed. In typing, a 20-pound 8-1/2 x 11 inch white smooth bond paper, not erasable bond or onion skin paper, should be used; at least 1/2 inch of white space should be left at the top of the page. For a clear finished product, the typewriter keys should be clean and a sharp, black typewriter ribbon should be used.

Ditto masters will appear in the copy exactly as the material appears on the front of the master; all corrections should be made on the front.

PLACING JOB ORDERS FOR TYPING OR DUPLICATION

Job orders are placed and the finished work is picked up at the service desk in Room 11, Derham Hall. No orders are run from noon until 1 p.m., but orders may be placed and picked up during this time. Because of the paper shortage faculty are encouraged to have work run on both sides of the paper.

Job order forms are filled out by the Publications Personnel for each order giving the number of copies needed, the date and the hour the work is needed, and the department.

COMPLETED ORDERS

All orders are picked up at the service desk in Room 11, Derham Hall. The person receiving the order must sign the sheet at the service desk.

Publications Department Con't.

DUPLICATING SERVICES

For 1-5 copies a Xerox machine is located in Room 10, Derham Hall. Faculty members do their own xeroxing; they are limited to 5 copies per original sheet.

For 6-5,000 copies a job order should be placed in Room 11, Derham Hall. AM Multilith equipment (2 offset presses) are used for these orders. Jobs of 6-100 copies are prepared while the individual waits. Jobs of 100-500 copies can be completed the same day. Work brought to the service desk in the morning can be picked up in the late afternoon; work brought in after twelve noon can be picked up the following morning between 10:30 and noon.

Jobs of 500 copies or more require a day or two depending on the work load.

If the job must be collated, stapled, cut, tableted, etc., one extra day should be allowed.

During rush times such as the beginning of semesters and the period preceding examinations, an extra 2 days should be allowed.

Rush jobs will be done as quickly as possible when a real need arises. However, it causes interruption of the work flow and slows down the processing of other work.

TYPING SERVICE

A typing service is available for faculty members who do not have secretarial or clerical help for typing of instructional materials (study outlines, assignments, course outlines, review questions, quizzes, laboratory worksheets, examinations) and College-related materials (College business letters, minutes of meetings, annual reports).

For one to three pages of typing (not counting charts or graphs), copy should be submitted at least 2 to 3 working days before the finished work is needed. Days over the weekend should not be counted.

A roughly typed draft of the order is preferable to handwritten. Handwritten work must be legible.

Proofing will be done by Publications Department personnel unless the faculty member requests to proof his or her own copy. If technical words or foreign phrases are used in copy content, the faculty member should proof the copy.

BEST COPY AVAILABLE

PRINTING SERVICES

Printing Services at the College for forms, cards, brochures, programs, flyers, etc. are available according to the following deadlines:

Brochures--all copy, photos, and other necessary information at least 2 weeks before the due date.

Flyers--1-1/2 weeks before the due date.

Major Booklets--6 to 8 weeks before the due date.

Programs (recital, concert)--those programs involving copy only--1 week before due date; programs of more than 1 page or folded in half require more than 1 week before due date.

Programs (exhibit, concert, play)-- those programs requiring copy, photos, and/or artwork--2-1/2 to 3 weeks before the due date.

Posters--those 9 x 12 or up to 11 x 17 are run at the College and require at least 2 weeks before the due date; those larger than 11 x 17 are sent to an outside printer and require at least 2 weeks before the due date.

The above schedule has taken into consideration the time necessary for layout, typing or composing, drying of ink once a piece has been printed, art work, photography, line negatives, halftones, tableting, cutting, etc.

For colored ink extra time should be allowed in addition to the deadlines listed above. Changing ink necessitates extra work.

All copy submitted is to be typewritten in order to ensure accuracy in content as well as in spelling specific names.

The Director of Publications will meet with faculty regarding paper, design, quantity, size, etc. on jobs using the printing service. An appointment can be set up by phoning extension 300.

COST

The Publications Department is a service. There is a total publications budget to cover the costs of the service at all levels of production. Each department, academic and administrative, is assigned a portion of the total budget based upon the amount of money expended for that department the previous fiscal year. Department chairmen receive an annual report of departmental expenditures (as part of the total publications budget) from the Business Office. This amount merely shows how much a particular department used the Publications service--for information only. No charge is made against departmental budgets.

Only the work done for organizations or groups such as the College Association, Dolphin Club, Freshman Class, Phi Beta Kappa, Home Ec. Club, Alumnae Association, ARA Slater Food Service will be billed directly to the organization. Payment will be made directly to the College Bursar after the invoice is received from the Publications Office.

MAILING PROCEDURES AND POST OFFICE FACILITIES

MAIL DEPARTMENT

The United States Post Office located in the basement of Derham Hall is open from 8:00 a.m. - 4:30 p.m. Mondays through Fridays. Stamps, money orders and special registry are sold here. All business mail for the College is also received here for postal metering.

Slots for stamped United States mail and for Intra-campus mail are located to the left of the U.S. Post Office window. Inter-campus mail should be delivered to the Circulation Desk of the Library for distribution to the other four colleges. Packages cannot be sent by inter-campus mail.

The U.S. mail is picked up at the post office inside at 10:30 a.m., 2:30 p.m., and 4:45 p.m. On weekends no mail is picked up inside; place U.S. mail in the mailbox located outside at the NE corner of Derham Hall.

Inbound U.S. mail is distributed in mailboxes twice a day. A large red tag is placed in the individual's mailbox when a package is being held at the postal window. Intra-campus mail is distributed throughout the day.

All mail boxes are lock boxes. United States postal regulations require that the boxes be kept locked.

Notices to be distributed to FACULTY ONLY may be left at the post office counter with the clerk. It is not necessary to write on the names of the faculty members. Mailboxes have been marked to distinguish faculty from staff.

For a general mailing to students at the College of St. Catherine or to a specific graduating class, give the material directly to the clerk at the post office counter. Student boxes are marked to distinguish the freshmen, sophomores, juniors, and seniors.

A list of post office box numbers is available from the postal clerk for short term use. Fliers and pamphlets approved by the Dean of Students may be sent through intra-campus mail.

BULK MAIL SERVICE

The bulk mail service coordinates and expedites large mailings for departments by assisting in setting up and putting out mailings by the most efficient and least expensive methods. Since postal regulations are complex and changeable, check with the Mail Room supervisor before beginning a mailing.

Bulk mailings are handled on a first-come-first-serve basis. The Mail Room should be notified as early as possible about an impending mailing. State the number of pieces, the type of mailing, the date it should be out, and the extent to which the Mail Room will be involved.

Computer lists of labels are available to authorized personnel for various constituencies in the College; seven days notice is needed.

A special bulk rate can be used on mailings of over 200 pieces. There is a permit form that should be printed on the material at the time of printing in order to use this rate. Please check with the Mail Room supervisor BEFORE having any piece printed to assure the best postal advantages.

Mail weighing less than 2.47 oz. can go third class; check with the Mail Room supervisor.

A label dispensing machine is available. A meter machine which can seal any standard envelope with a flap not exceeding 2 1/2" with or without printing the postage on the envelope is also available.

Notify the Mail Room supervisor as soon as possible regarding a mailing in order that funds for postage and sufficient help can be planned. A summary showing the total postage and labor used is sent to the mailer at the end of the month.

Contact the Mail Room supervisor for further information.

PROCEDURES FOR REPAIRS, PURCHASING AND CHECK REQUESTS

REPAIRS

Report needed repairs for classrooms and offices to the Physical Plant Office in Derham 8 by completing a Work Order Request Form (see below). If it is a minor repair such as changing a light bulb or putting up a shade, contact the maintenance man in your building.

Building_____ Room_____ Date_____

WORK ORDER

REPLY: _____

Requested by

Approved by

Leave work order slips in Derham 13

PURCHASING

Faculty members ordering or charging materials are to complete five copies of the requisition/purchase order form available from the Business Office in Derham 203. The Business Office assigns a purchase order number to the completed requisition so that the bill can be paid once the material is received in satisfactory condition by the faculty member. Many of the college's suppliers require a purchase order number before they will permit a faculty member to charge materials. Items should be charged in the name of the college, The College of St. Catherine, and not in the name of the person.

REQUISITION/PURCHASE ORDER

THE COLLEGE OF ST. CATHERINE

SUPPLIER	SHIP TO: The College of St. Catherine Dept: _____ Bldg: _____ Room _____ 2004 Randolph Avenue St. Paul, Minnesota 55105

QUIRED:	This form is a purchase order only when number has been assigned by the purchasing department →	P.O. NO.

TY	NO.	DESCRIPTION	ACCT. NO.	EST. COST	PRICE

TED BY: _____ DATE: _____

ED BY: _____
DEPT. HEAD

_____
BUDGET OFFICER

COLOR CODE:

White	Supplier's copy
Green	Dept. Head copy
Yellow	Business Office copy
Pink	Purchasing copy
Gold	Receiving copy

CHECK REQUESTS

A check request is NOT to be used for purchasing materials. It is used to obtain funds for conferences, to pay speakers, and to reimburse persons who have performed a service. Check requests received before 10 a.m. on Thursday are paid the following Monday. Forms are available from the Business Office, Derham 203.

ECK REQUEST

e College of St. Catherine —Typewrite or print— DATE_____

Y TO: _____

DRESS: _____

Y: _____ STATE: _____ ZIPCODE: _____

E SUM OF: _____

R: _____

_____

_____

EBIT ACCOUNT		MAIL CHECK		HOLD CHECK FOR	REQUEST CHECK BY (date)
		YES	NO		
OUESTED BY	APPROVED BY DEPARTMENT CHAIRMAN			APPROVED BY MANAGEMENT	

0 SUPERCEDES PREV. BMC—0001

NEWS BUREAU

The News Bureau directs the dissemination of all campus news to the various media, press, radio and television, and informs them of all newsworthy activities of the college, its faculty, students and other publics.

The Bureau gathers information, distributes stories to the metropolitan media, prepares special stories about students for their hometown newspapers, arranges special features with the media, pictures, interviews, etc. It also sends special information to professional journals, magazines, events calendars, and works to coordinate its activities with student publications and general college publications.

To assist the News Bureau in the essential function of gathering all the campus newsworthy material, a beat system operates with one faculty member from each department responsible for reporting at a regular time set up each fall with the director of the News Bureau. Individual faculty members as well as department chairman can therefore channel information to the departmental reporter who will get it to the News Bureau at the height of its news value.

OTHER SERVICES AVAILABLE

AAUP

A chapter of the American Association of University Professors is active on campus. Presently working committees include Committee A: Academic Freedom and Tenure; Committee T: College and University Governance; Committee W: Status of Women in the Academic Profession; Committee Z: Economic Status of the Profession.

Active members pay both national dues (payable in January of each year) and chapter dues (payable at beginning of school term). Twin Cities and out-state chapters hold regular conferences. The St. Catherine's Chapter is currently represented among the officers of the Minnesota Conference of AAUP.

FACULTY CLUB

All faculty members are eligible to join the Faculty Club, an organization which promotes bonhomie by planning varied social events during the school year. The membership fee is payable at the beginning of the college term. Spouses and children of club members are invited to several events. A president, secretary-treasurer, and two social chairmen are elected each spring.

HEALTH SERVICE

The Health Service is available to faculty members as well as students at Fontbonne, Room 3, ext. 289. No medicines are available. In case of sudden illness or injury, the resident nurse should be called through the switchboard.

Emergency Numbers to keep handy:

Emergency room, St. Joseph's	291-3348
Police	291-1234
Fire and ambulance	224-7371
Ambulances:	
Midwest	488-0288
Martin	222-0555

CHECK CASHING

The office of the Bursar is located on second floor Derham Hall. All matters concerning students' financial records are taken care of in this office. It is prepared to cash checks not exceeding $25.00 for both faculty members and students. Office hours are: 8:30-10:30 and 1:30-3:30.

NOTARY PUBLIC

A Notary Public, Sister Jane, is available in the Bursar's office to faculty without charge.

PARKING

Parking on campus is by permit only. Permits are available from the receptionist in Derham Hall. Cars without permits or parked in a no parking zone will be given parking violation tickets carrying a fine.

Cars should NEVER be parked in areas marked with yellow curbing or with NO PARKING signs. These zones are designed for the free movement of emergency vehicles; the no parking rule will be strictly enforced in these areas by order of the Fire Marshall.

LOUNGES AND MEAL SERVICES

The FACULTY LOUNGE in St. Joseph Hall is open to faculty members for coffee breaks and for meeting friends. It is not open to students. Faculty Forums are held here on scheduled Thursdays at 4:15.

The SNACK BAR also located in St. Joseph Hall has fountain service and snacks available during the day.

The CAFETERIA is open for faculty members as well as students between 7:30 to 8:00 a.m., 11:00 a.m. to 12:35 p.m., and 5:00 p.m. to 6:00 p.m.

SPECIAL SERVICES - FOOD

In order to arrange for food for special occasions, complete a Special Service Event form (p. 37.1.1)available from the Food Services, St. Joseph Hall. The arrangements are to be made two weeks in advance for banquets and buffets, and at least 48 hours in advance for coffee, punch and cookies. A definite and guaranteed count for the event must be furnished.

SCHEDULING OUTSIDE EVENTS AT CSC AND THE USE OF THE ALUMNAE CENTER

For scheduling outside events and conferences on campus, arrangements are made with Sister Stella Marie Berthiaume in Derham, Room 203. Sister Stella Marie also determines whether a rental fee is applicable for the event and the amount of the rental fee.

Arrangements for use of the Alumnae Center are also made with Sister Stella Marie.

For scheduling campus events, see page 26.1 Scheduling co-curricular events.

SCHEDULING DERHAM HALL BOARD ROOM

All reservations for the use of Derham Hall Board Room for committee meetings are made through the President's secretary.

FACULTY FORUMS

A date for a faculty forum for discussion of a topic of significance for all faculty members is arranged through the Academic Dean's office.

SPECIAL SERVICE EVENT

Name of Organization	Day/Date Time
Purpose of Function	No. of Guests Guaranteed
Name of Representative	Title
Address	Phone
Location of Event	Client Approval Yes No

MENU

				Per Person	Total
TYPE OF SERVICE			PRICE:		
SOCIAL HOUR	TIME:	LOCATION: NO. GUESTS:	PRICE:		
			PRICE OF EXTRAS:		
			TAX:		
		REMARKS	TOTAL PRICE:		

EXTRAS

____ Candles	____ Easel
____ Flowers	____ Microphone
____ Platform	____ Water Pitcher
____ Blackboard/Pointer	____ Glasses
____ Checking Table	____ Spot Lights
____ Piano	____ Place Cards
____ Orchestra	____ Programs
____ Food for Entertainers	____ Favors
____ Projector	____ Flags
____ Podium	____ Check Room
____ Gavel	____ Tickets

(For Seating Arrangements see Other Side.)

FACULTY HANDBOOK OF THE COLLEGE OF ST. CATHERINE

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The

CONSTITUTION

and

BY-LAWS

of

THE FACULTY OF THE COLLEGE OF ST. CATHERINE

As amended to December 1, 1973.

Foreword

The Faculty Constitution was first adopted in 1954 for a period of one year, then amended in 1955 and adopted as amended for another year. In 1956 it was further amended and adopted as amended until such time as a Constitution Committee elected by the Faculty would present a revision which would further clarify the original Constitution and bring it into harmony with the changed administrative structure.

On May 29, 1958, the Constitution and By-Laws of the Faculty were adopted as an amendment, by substition, to the Faculty Constitution as amended in 1956.

On May 17, 1967, these Constitution and By-Laws were passed as amendments, by substitution, to the Constitution and By-Laws adopted in 1958. Additional amendments were passed in May 1969, May 1970, May 1972 and April, May and November 1973.

PREAMBLE

The College of St. Catherine, owned and operated by the Sisters of St. Joseph of Carondelet, is a Catholic liberal arts college for women. The College seeks to promote an atmosphere of intellectual openness and discernment in which an ongoing search for truth is undertaken, and a refinement of the ability to evaluate alternatives faced in a pluralistic society can be achieved.

The Judeo-Christian heritage and its fulfillment in the Gospel of Jesus Christ is emphasized as a key to understanding the relationship between God and man, and between man and his fellow-men. The College offers students of all faiths the experience of a believing community. It creates an atmosphere supportive of religious values and provides opportunities for worship. As an institution, the College encourages its faculty, staff and students to respond with justice and charity to the needs of others both within and outside the College community.

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CONSTITUTION

ARTICLE I

Name

The name of this organization shall be The Faculty of The College of St. Catherine.

ARTICLE II

Purpose

The Faculty of the College of St. Catherine shall organize, direct and implement the academic program of the College in consistence with high academic standards, the tradition of the liberal arts and the distinctive purposes of the College.

ARTICLE III

Membership

Section A. The administrative officers shall be members of this organization.

Section B. All faculty members shall be members of this organization.

ARTICLE IV

Officers and committees

Section A. Officers:
The officers of this organization shall be a President, a Vice-President and a Secretary.

Section B. Committees:

Subsection 1. General Committees:
There shall be the following General Committees:

1. The Educational Policies Committee
2. The Curriculum Committee
3. The Faculty Personnel Committee
4. The Committee on Institutional Studies
5. The Academic Committee
6. The Election and Constitution Committee
7. The Library Committee
8. The College Public Relations Committee
9. The Nominating Committee

Subsection 2. Special Committees:
There shall be any other necessary special committees.

ARTICLE V

Meetings

There shall be a minimum of three meetings of this organization each year.

ARTICLE VI

Academic Freedom

Section A. All members of the faculty are entitled and subject to the rights and responsibilities of academic freedom as defined in the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors. The pertinent provisions of this statement follow in paragraphs 1-3. Paragraphs 4-5, derived from a statement of the Council of the American Association of University Professors issued in 1970 and entitled Freedom and Responsibility further explicate the concept of academic responsibility.

1. The teacher is entitled to full freedom in research and in the publication of his results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the administration of the institution.

2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

3. The college teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a person of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, at all times he should be accurate, should exercise proper restraint and should make every effort to indicate that he is not an institutional spokesman.

4. Because academic freedom has traditionally included the instructor's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action and conscience on the one hand, and the claims and

expectations of their students, colleagues and institutions on the other. If such conflicts become acute, and the instructor's attention to his obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, he cannot escape the responsibility of that choice but should either request a leave of absence or resign his academic position.

5. Membership in the academic community imposes on students, faculty members, administrators and trustees an obligation to respect the dignity of others, to acknowledge their rights to express differing opinions and to foster and defend intellectual honesty, freedom of inquiry and instruction and free expression on and off the campus. This framework embodies a responsibility in matters relating to both the expression of dissent and the attempt to produce change. Any conduct serving to injure individuals or to damage institutional facilities or to disrupt the classes of one's colleagues must be regarded as contrary to the fundamental principles of academic freedom.

Section B. If a faculty member alleges that a decision not to reappoint him is caused by considerations in violation of academic freedom, his allegations shall be given consideration by a special committee. The committee shall consist of two members appointed by the President, two members appointed by the aggrieved faculty member and a fifth member to be agreed upon by the other four members. A member shall remove himself from the case, either at the request of a party or at his own initiative, if he deems himself disqualified for bias or interest. If the first four members cannot agree upon a fifth member, then they shall enlist the assistance of the Election and Constitution Committee in securing a mutually acceptable person, not necessarily a member of the faculty. If, after one month a mutually satisfactory fifth member has still not been determined, then the fifth member shall be selected at random by the Election and Constitution Committee from the ranked faculty. In the case of random selection each party shall have a maximum of five challenges without stated cause. The chairman of the special committee shall be elected by the members of that committee. During the proceeding the faculty member will be permitted to have an advisor of his own choice who may act as counsel. If the faculty member's competence is in question, the testimony

will include that of qualified faculty members from this or other institutions of higher education. The faculty member shall have the additional procedural rights set forth in the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings of the Association of American Colleges and the American Association of University Professors. The allegation by the aggrieved faculty member must be made no later than one month before the expiration of the contract then in effect.

ARTICLE VII

Amendment

This constitution may be amended by a two-thirds vote of the members present provided that notice of the amendment has been given in writing at the previous regular meeting.

BY-LAWS

ARTICLE I

Officers and their duties

Section A. The President

Subsection 1.
The President shall be the President of the College of St. Catherine.

Subsection 2.
The President shall call all meetings of the organization.

Subsection 3.
The President shall preside over the meetings of the organization.

Subsection 4.
The President shall act as the official representative of the organization.

Subsection 5.
The President shall appoint four members of the Committee on Institutional Studies and six members of the Library Committee. She shall appoint the members of special committees or designate the method by which they shall be named except as otherwise stated in these By-Laws.

Subsection 6.
The President shall provide each faculty member with a yearly list of committee members.

Section B. The Vice-President

Subsection 1.
The Vice-President shall be the Academic Dean of the College.

Subsection 2.
The Vice-President shall assume the duties of the President in the absence of the latter and shall perform such other duties as may be assigned.

Section C. The Secretary

Subsection 1.
The Secretary shall be elected as specified in Article V of these By-Laws. The term of office shall be two years.

Subsection 2.
The Secretary shall keep a roll of the members

and the minutes of the organization. The Secretary shall see that a copy of the minutes of each meeting is distributed to each member.

ARTICLE II

Duties and privileges of the Faculty as a whole

Section A. Responsibilities

Subsection 1.
In conjunction with the Administration, the Faculty shall have the responsibility of formulating the educational objectives of the College and of examining them periodically.

Subsection 2.
The Faculty shall have the responsibility of determining the curriculum.

Subsection 3.
The Faculty shall have the responsibility of determining the requirements for entrance and graduation.

Subsection 4.
The Faculty shall have the responsibility of instituting and carrying on institutional research.

Subsection 5.
In conjunction with the Administration, the Faculty shall have the responsibility of formulating the long range plan of College building and physical expansion.

Subsection 6.
The Faculty shall have the responsibility of advising on matters pertaining to the welfare of its own members.

Section B. These duties and privileges shall be implemented through the committee structure provided in these By-Laws.

ARTICLE III

Duties and privileges of members

Section A. Definitions

Subsection 1.
Full-time faculty members are those whose normal academic teaching load is six full courses per year or its equivalent.

Subsection 2.
Part-time faculty members are appointed in three categories:

a. Visiting Lecturer: individuals regularly employed elsewhere who ordinarily teach no more than two courses per year.
b. Lecturer: individuals not regularly employed elsewhere who ordinarily teach no more than three courses per year.
c. Ranked part-time: individuals not regularly employed elsewhere who teach at least three and at most five courses per year.

Subsection 3.
Provisions for adjustment in part-time status as stipulated in Article III shall be retroactive with the exception of those provisions in Section D. subsection 6. extending the maximum years of service which may be required before granting of tenure and the maximum years of prior service at another institution which may be applied towards years of service at this College.

Section B. Membership

The Administrative officers -- President, Academic Dean, Dean of Students, Registrar -- and faculty members are members of this organization.

Section C. Duties of Full-time and Ranked Part-time Members.

Subsection 1.
They shall accept the duties and responsibilities of their profession.

Subsection 2.
They shall elect the chairman of their department at three year intervals. Elections shall be held between the end of Semester I and March 1 for the term beginning the following September. Elections shall be by plurality of written ballot and shall be supervised by a member of the Election and Constitution Commitee. Voting privileges are reserved to full-time and ranked part-time faculty members in residence. Only full-time faculty members are eligible to be chairman. If the election is not completed by March 1, the President shall appoint a chairman. The Election and Constitution Committee shall determine and circulate a list of eligible and willing members at least two weeks before the scheduled election.

Subsection 3.
They shall consult with the chairman of the department about the content and organization of courses to be taught and about problems which may arise in the department.

Subsection 4.
They shall attend faculty and departmental meetings.

Subsection 5.
They shall obtain the approval of the President for any regular off-campus employment during the time covered by their contracts.

Subsection 6.
They shall hand in reports requested by the Administration and faculty committees. They shall answer no questionnaires on official College policy without the approbation of the President.

Subsection 7.
They shall serve, if elected or appointed, as members of committees. Elected members of the Educational Policies, Curriculum and Faculty Personnel Committees shall not serve on any other General Committee.

Subsection 8.
They shall accept responsibility for freshman and sophomore advisees as assigned by the Academic Dean and junior and senior majors in their department who select them as advisors.

Subsection 9.
They shall serve, if requested by the Dean of Students or the chairman of the department, as moderator of not more than one student organization and accept the responsibilities of that office.

Subsection 10.
Assigned professional duties of ranked part-time members shall be apportioned according to the number of full courses taught or their equivalent.

Section D. Privileges of members

Subsection 1.
All faculty members have the right to know their professional status in the College and to exercise the rights pertaining thereto.

Subsection 2. Rank
a. Full-time faculty members, including librarians, and ranked part-time faculty members shall have one of the following ranks: Instructor, Assistant Professor, Associate Professor, Professor.

b. The initial appointment to rank shall be by the President. She will consult with the Academic Dean, the chairman of the department and the Faculty Personnel Committee.

c. Advancement in rank shall be by the President after consultation with the Academic Dean and the chairman of the department and after consideration of the report of the Faculty Personnel Committee. The Faculty Personnel Committee shall also conduct an annual review of the rank of each faculty member.

d. Norms for rank are the following:
   (1) Instructor: Master's degree.
   (2) Assistant Professor: Graduate work or its equivalent beyond the Master's degree. Normally, for those without the doctorate, the equivalent of five years full-time experience as Instructor.
   (3) Associate Professor: The doctorate or equivalent outstanding achievement in those fields where the doctorate is not considered essential. Normally, five years of full-time experience, or its equivalent, as Assistant Professor.
   (4) Professor: The doctorate and evidence of outstanding qualities as a teacher. Recognized contribution to the field of scholarship.

e. It shall be the general policy that a faculty member to whom tenure has been granted shall have a justifiable expectation of promotion according to the criteria listed in Subsection 2. d. above.

f. A statement of the faculty member's rank shall be included in his contract.

Subsection 3. Teaching Load

The normal teaching load shall be six full courses per academic year and may be arranged according to the patterns of 3-1-2, 2-1-3, or 3-0-3. This load may be adjusted by the Academic Dean in accordance with such policies as may be approved by the faculty on the recommendation of the Faculty Personnel Committee.

Subsection 4. Contracts

a. The precise terms and conditions of every appointment to the faculty will be stated in writing and be in the possession of both the institution and the faculty member before the appointment is consummated.

b. All faculty members will be appointed under one of the following three types of contract: tenured appointment contracts, non-tenured regular term contracts, non-tenured temporary contracts.

(1) Tenured appointment contracts: Such an appointment will be for continuous service until age 65 and may be made only at the rank of Assistant Professor or above. Every tenured appointment will be a full-time appointment unless otherwise specified as a tenured, part-time appointment. Full-time and ranked part-time faculty members are granted tenure on the basis of the criteria in Article III, Section D. Subsection 6 a.

(2) Non-tenured regular term contracts: Such an appointment serves as a probationary period for a faculty member in anticipation of a tenured appointment. Such an appointment will be for a stated term and will be made at the rank of Instructor, Assistant Professor, Associate Professor or Professor. No combination of such term appointments may total more than the equivalent of seven years of full-time service. In accord with the notice stipulations in Article III, Section D, Subsection 4 d. below, if a faculty member's appointment is not to be carried beyond the seventh year, then he shall be notified of the termination of his employment by the end of the sixth year.

(3) Non-tenured temporary contracts: Such appointments will be for a stated term and are explicitly terminal.

c. Tenured appointment contracts and non-tenured regular term contracts shall be issued before March 15 of the current academic year. Notification of acceptance or resignation shall be given by a faculty member before April 1 of the current academic year.

d. Non-tenured regular term appointments may be for one year or for other stated periods subject to renewal. Written notice that a non-tenured regular term appointment is not to be renewed will be given to the faculty member in advance of the expiration of his appointment, according to the following minimum periods of notice:

(1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one year appointment terminates during an academic year, at least three months in advance of its termination.

(2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two year appointment terminates during the academic year, at least six months in advance of its termination.

(3) At least twelve months before the expiration of an appointment after two or more years at the College.

e. Appointments will be with tenure unless otherwise specified. Until age 65 of the faculty member and subject to the procedure specified in Subsection 4 g. below, such an appointment is terminable by the institution only for adequate cause or on account of extraordinary, demonstrable financial exigency, after not less than twelve months notice to the faculty member.

f. If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal in the absence of notice of nonrenewal, he shall give notice in writing at the earliest opportunity but not later than May 15; but he may properly request a waiver of this requirement in the case of hardship or in a situation where he would otherwise be denied substantial professional advancement.

g. Termination, for cause, of a tenured appointment, dismissal of a faculty member during a non-tenured appointment, or the nonrenewal of a non-tenured regular term appointment with less advanced notice than that specified in these By-Laws shall be preceded by a statement of reasons and an opportunity to be heard by a special committee to be set up as specified in the Constitution, Article VI, Section B, according to the procedures there delineated.

h. Until the final decision upon termination of an appointment has been reached, the faculty member will be suspended only if immediate harm to himself or others is threatened by his continuance. If the appointment is terminated, the faculty member will receive his salary for at least the period of notice to which he is entitled under these By-Laws, and will be continued in his duties for that period unless his welfare or that of the institution requires that he be granted a leave of absence.

i. The College subscribes to the Statement on Financial Exigency and Staff Reduction issued by the Association of American Colleges. Included in this statement is the substance of the following: If a tenured appointment or a non-tenured regular term appointment because of financial exigency, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered the opportunity to accept or decline the position, within a reasonable time (at least sixty days), and has declined.

Subsection 5. Salaries

a. At the time contracts are renewed, the salary schedule range shall be given to faculty members.

b. Chairmen of departments may have their extra responsibilities recognized in salary differential.

c. Faculty members of comparable service, background and rank shall receive comparable salaries.

d. Initial salaries shall be based upon academic qualifications and experience. It is recognized that the College may find it necessary to pay a higher beginning salary to instructors in certain fields because of a demand for such instructors. Such inequities shall be corrected as soon as possible.

e. Salaries for visiting lecturers and lecturers shall be negotiated from a published minimum per course. Salaries for ranked part-time members shall be computed on the basis of one sixth of the full-time salary per course, according to rank, service and background.

Subsection 6. Tenure and Due Process
The College subscribes to the 1968 Recommended Institutional Regulations on Academic Freedom and Tenure of the American Association of University Professors, particularizing in the following manner:

a. A faculty member will be granted tenure upon completion of no less than five and no more than seven years of competent full-time service or its equivalent as a ranked part-time faculty member.

   (1) Prior employment as a regular faculty member at another accredited institution may be counted up to a maximum of three years towards the fulfillment of the service requirement for tenure, with exceptions permitted for those holding the rank of Professor.
   (2) Competence is to be determined by the President who will consult with the Academic Dean and the chairman of the department and weigh the report of the Faculty Personnel Committee on the candidate's teaching performance and professional achievements.
   (3) Tenure is ordinarily granted only to a person holding the highest relevant degree for his discipline and the rank of Assistant Professor or above. Tenure shall not be granted to a part-time faculty member classified as a visiting lecturer or lecturer.
   (4) The foregoing provisions extending the maximum years of service before the granting of tenure (now seven, formally five) and the maximum years of prior employment at another institution that can be applied towards the fulfillment of this service requirement (now three, formally two) shall not be retroactive.

b. A tenured faculty member may change from a full-time to a part-time status, or from a part-time to a full-time status, only according to the following provisions:

   (1) A tenured full-time faculty member whose status, upon his request, changes to ranked part-time, retains for a maximum of three years the option of returning to a tenured full-time appointment. If this option is not exercised, the appointment will continue as a tenured part-time appointment.

(2) A tenured full-time faculty member whose status, because of financial exigency, changes to ranked part-time, retains until age 65 the option of returning to a tenured full-time appointment should one become available.

(3) A ranked part-time faculty member with tenure who accepts a full-time appointment will thereafter have a tenured full-time appointment.

c. A statement of the status of the faculty member shall be included in the written contract.

d. Any faculty member about to have his tenure rights terminated has the right to have his case reviewed by a special committee to be set up as specified in the Constitution Article VI. Section B. He shall be entitled to all the procedural safeguards there delineated.

e. Tenure may be terminated by formal action of the President after consultation with the Academic Dean, the chairman of the department and the Faculty Personnel Committee for adequate cause: professional incompetence, willful neglect of duty, grave moral turpitude or prolonged illness (where the inability to perform teaching duties extends for three academic years).

f. Either party may request termination of tenure for adequate reasons. Such a request shall be made sufficiently in advance so that adjustments may be made without hardship to the College or the faculty member. "Adequate reasons" on the part of the College shall be defined as the closing or reduction in size of a department or financial exigency. (The statement by the Association of American Colleges on Financial Exigency and Staff Reduction shall provide the guidelines for these circumstances. In the application of these reasons, the seniority of the faculty member is to be considered. "Adequate reasons" on the part of the faculty member shall be defined as ill health, the offer of a better position or a change of vocation.

Subsection 7. Voting and holding office.

a. Faculty members with rank shall have the right to vote at faculty meetings and are eligible for elective positions within the several restrictions contained in Article IV below.

b. Faculty members without rank shall have the right of debate but no vote in faculty meetings.

c. Part-time faculty members classified as lecturer shall have to right to vote at the departmental level only, at the discretion of the department.

Subsection 8. Professional meetings

a. To encourage the professional growth of the faculty and to promote the vitality of the individual departments, the College will pay the expenses, in whole or in part, of faculty members attending professional meetings. The chairmen of the several departments, in consultation with the department members, shall give the administration an annual list of meetings at which they recommend their departments be represented. The administration shall make reimbursement for such expense on the principle of distributing such opportunity equitably among the departments and the individual faculty members.

b. On the occasions when a faculty member is an official delegate of the College, the College shall pay the necessary expenses.

Subsection 9. Leaves of absence

a. Purpose: Leaves of absence are among the most important means by which a faculty member's teaching effectiveness may be enhanced, his scholarly usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to a college or university and it is the obligation of every faculty member to make use of available means, including leaves, to promote his professional competence. The major purpose is to provide opportunity for continued profession growth and new, or renewed, intellectual achievement through study, research, writing and travel. Leaves may also be provided in appropriate circumstances for projects of direct benefit to the institution and for public or private service outside the institution. Leaves should also be granted for illness, recovery of health and maternity. (1972 AAC-AAUP endorsed Statement of Principles on Leaves of Absence)

b. Leaves of absence are classified as follows:
   (1) Sabbatical Leave
   (2) Leave for study or other special work with partial or full financial support

from the College or the religious community.

(3) Leave without pay for a definite period for personal or academic reasons such as travel or scholarship grants.

(4) Leave, with or without pay, granted on account of illness, maternity or paternity.

c. A sabbatical leave shall be granted as a matter of policy to a full-time or ranked part-time faculty member of the rank of Assistant Professor or above who desires such leave, after each six years of active full-time teaching service at the College, or its equivalent. Such leaves shall be granted as liberally as the financial condition of the College will allow. A sabbatical leave shall normally be for a term of one year at half salary but may be granted for a semester only at full salary. The recipient of a sabbatical leave will be under contract to return to his academic post at the College for at least one year following the termination of his leave.

d. Leave for special work, as described under b. (2), shall be granted by the President as liberally as the financial condition of the College shall allow and shall be based on talent and fitness as well as upon years of service.

e. Leaves described in b. (2), (3) and (4) shall ordinarily not count as time of service in determining tenure or seniority.

f. Leaves shall under no circumstances be regarded as a manner of severance from the College.

g. The contract covering the terms of the leave of absence shall be signed by the President and the recipient. It shall ordinarily stipulate that the faculty member may not receive a salary from another educational institution during the leave of absence.

Subsection 10. Fringe benefits.

a. The College presently pays for hospital and medical insurance for full-time faculty members, and also for ranked part-time faculty members upon their request, the latter on a basis prorated according to the number of courses taught.

b. For faculty on leave with pay, the College will continue all fringe benefits in TIAA and CREF at a prorated share, and will continue to maintain the existing insurance coverage.

c. The College, in conjunction with the College of St. Thomas, has a reciprocal policy of partial tuition remission for the families of full-time faculty members.

Subsection 11. Retirement

a. Tenure is terminated at the end of the school year in which the faculty member has reached his 65th. birthday. An individual faculty member may be reappointed on an annual basis at the discretion of the President.

b. Upon retirement, faculty members may be designated by the President as emeritus members of the faculty, provided that they possess the rank of Associate Professor or above at the time of retirement, have completed at least ten years of full-time service or its equivalent in faculty rank at the College and have made substantial contributions to the College through their teaching and other professional activities. The President's designation is ordinarily requested by the department chairman of the retiring faculty member through the Faculty Personnel Committee.

c. Retirement as a chairman of a department shall ordinarily take place at the end of the school year in which he has reached his 65th. birthday.

d. The College supports the purpose of retirement insurance by maintaining contracts in TIAA and CREF on a shared payment basis for faculty classified as full-time and ranked part-time. If upon appointment to the faculty an individual is participating in a different retirement plan, the College will honor it on the same financial basis as the existing TIAA and CREF plans.

ARTICLE IV

Committees

Section A. General Committees.

Subsection 1. The Educational Policies Committee

a. Members:
   (1) The President of the College
   (2) The Academic Dean
   (3) Six members to be elected from the full-time or ranked part-time faculty. Each member shall have had the equivalent of three years full-time service at the College.
   (4) Two students selected by the C.A.

b. Purposes:

(1) To examine and evaluate trends in undergraduate education with particular reference to the purpose and needs of the College.

(2) To initiate and recommend major policies such as degree requirements, standards of instruction and examination, major policies of expansion, curtailment or revision of the curriculum, standards for scholarships, honors and awards.

(3) To initiate and recommend the long range plan of college building and physical expansion.

(4) To consider the educational responsibilities of the College to, and its relations with, other colleges, the community and the alumnae and to recommend appropriate action.

(5) To interpret policy when requested to do so.

(6) To interpret the Constitution and By-Laws.

(7) To recommend changes in the Constitution and By-Laws relating to educational policy.

(8) To be a forum of discussion of faculty concerns as to the welfare and academic vitality of the faculty and the College community as a whole.

(9) To recommend and initiate programs for honor students.

Subsection 2. The Curriculum Committee

a. Members:

(1) The Academic Dean, as chairman.

(2) The Librarian

(3) Six members to be elected from the full-time or ranked part-time faculty. Each member shall have had the equivalent of two years of full-time service at the College.

(4) Two students selected by the C.A.

b. Purpose:

(1) To examine, evaluate and approve or reject modification of the curriculum in the light of best educational policies. Promptly after each of its meetings the committee shall report its actions to the faculty in writing. At its discretion the committee may refer a matter to the faculty for decision. At the request of any faculty member, made in writing to the Academic Dean within thirty days of the committee's report, the committee shall refer its decision to the faculty for ratification.

Subsection 3. The Faculty Personnel Committee

a. Members:

(1) Six faculty members to be elected from the full-time or ranked part-time faculty, five with tenure and one without.

b. Purposes:

(1) To make annual recommendations to the President on all matters concerning appointments, dismissals, rank, load, tenure, retirement, emeritus status and the equitable distribution of salaries.

(2) To advise the President on Sabbatical and other leaves.

(3) To advise the President on general faculty recruitment policies.

(4) To recommend policies for, and to supervise the annual evaluation of faculty members.

Subsection 4. The Committee on Institutional Studies

a. Members:

(1) The Academic Dean

(2) The Registrar

(3) Four members from the full-time or ranked part-time faculty to be appointed by the President, one of whom shall be elected chairman.

(4) Two students selected by the C.A.

b. Purposes:

(1) To investigate and recommend for approval plans for educational experiments of general benefit to the College.

(2) To evaluate all major changes in educational policies after an appropriate period, and to report their findings to the faculty.

(3) To collect records of all educational research carried on at the College during each academic year and to deposit them in the proper administrative office.

(4) To act as a liaison between the faculty and any relevant professional research office.

(5) To evaluate research done under their jurisdiction and to report such evaluations to the faculty.

Subsection 5. The Academic Committee

a. Members:

(1) The Academic Dean, as chairman

(2) The Registrar

(3) The Dean of Students

(4) Three members, from different departments, to be elected from the full-time or ranked part-time faculty.

b. Purposes:
   (1) To take action on problems affecting the academic standing of individual students, such as probation, dismissal and readmission.
   (2) To advise on all matters concerning the modification of credit load or requirements in individual cases.
   (3) To hear appeals from individual students concerning the application of academic regulations.

Subsection 6. The Election and Constitution Committee

a. Members:
   (1) Three members to be elected from the full-time or ranked part-time faculty.

b. Purposes:
   (1) To foster faculty awareness of the spirit and letter of these Constitution and By-Laws.
   (2) If necessary, to call the attention of the appropriate officer or committee to any deviation from these Constitution and By-Laws.
   (3) To serve as a recipient for complaints from individuals that their rights under these Constitution and By-Laws have been violated. If there is no other means of achieving a solution satisfactory to all parties, the committee shall arrange that a special grievance committee be set up according to the guidelines set in Article VI, Section B of the Constitution.
   (4) To review these Constitution and By-Laws annually to determine whether the provisions are still relevant or whether revision is called for.
   (5) To serve as an election committee to distribute ballots to eligible voters, to count the votes and to make known the results of the elections.

Subsection 7. The Library Committee

a. Members:
   (1) The Head Librarian, as chairman
   (2) Six members representing various disciplines to be appointed by the President from the full-time and ranked part-time faculty.
   (3) Two students selected by the C.A.

b. Purpose:
   (1) To consider and recommend action on matters relating to the Library.

Subsection 8. The College Public Relations Committee

a. Members:
   (1) Three members to be elected from the full-time or ranked part-time faculty.
   (2) Three students selected by the C.A.
   (3) The President of the College and the Director of Development, as non-voting members.

b. Purposes:
   (1) To study concerns expressed by the faculty and the student body about the relationship of the College to its various publics, to set priorities for action, to work out ways to implement this action.
   (2) To serve in an advisory capacity to the President and the Director of Development and, as necessary, to the other departments of the College engaged in public relations, including the personnel of the news bureau, the director of publications, the director of the O'Shaughnessy auditorium and the director of alumnae relations.
   (3) To work with the appropriate faculty and administrative officers in expressing the concerns of the College to State and Federal legislatures.

Subsection 9. The Nominating Committee

a. Members:
   (1) Three members of the full-time or ranked part-time faculty who have had the equivalent of three years full-time service at the College to be elected to a one year term.

b. Purpose:
   (1) To propose two candidates for each vacancy according to the requirements for office as stated in these Constitution and By-Laws. The committee shall review the list of those currently serving and shall suggest candidates who present broad representation of the faculty.

Section B. Special Committees

Subsection 1.
Permanent special committees may be established as necessary, with members appointed by the President.

Subsection 2.
Temporary special committees may be established as necessary. Members may be appointed by the President or such other method as may be designated when the committee is established.

Section C. Rules governing committees

Subsection 1.
Membership on General Committees shall be for three years except for:

a. Ex Officio members.

b. Members of the Nominating Committee who shall serve for one year.

Subsection 2.
There shall be rotation of all elected members of General Committees with the exception of the Nominating Committee. In order to establish such rotation on a newly constituted committee, the term of members elected to the new committee shall be determined by lot.

Subsection 3.
On existing General Committees whose numerical membership is reduced by these By-Laws, the incumbent members shall remain in office until their terms have expired and the number of members has thereby been reduced. Elections will then take place regularly as provided in these By-Laws.

Subsection 4.
If an elected member of a General Committee becomes an ex officio member, an election to fill this vacancy before the following meeting of the committee. Any other vacancy shall be filled in the same manner.

Subsection 5.
A faculty member elected to the Educational Policies Committee, the Curriculum Committee or the Faculty Personnel Commitee shall not serve on any other General Committee. Any vacancy caused by the application of this provision shall be filled by election or appointment according to the rules governing the committee.

Subsection 6.
In committees where no chairman is designated, the member having the least number of years of service at the College shall be temporary chairman.

Subsection 7.
Committees shall make decisions concerning the routine implementation of policy. Specific committee recommendations concerning major changes in policy shall be approved by the faculty at a regular meeting before such recommendations become effective. At least three days written notice of

such changes shall be given prior to such a meeting.

Subsection 8.
An annual written report of the activities of each General Committee shall be made to the President and the Faculty. Any other reports shall be made at the request of the President or of the Faculty, or at the discretion of the committee.

ARTICLE V

Elections

Section A. The Nominating Committee shall nominate candidates for Secretary and for elective committee membership and shall present their slate of candidates at a general faculty meeting and call for nominations from the floor.

Section B. The Election and Constitution Committee shall conduct all elections that are by ballot and make a report to the President.

Section C. Elections will be held in the fall of the year.

Section D. Elections shall be by written ballot of the voting membership.

Section E. A plurality of the votes cast shall be required for election.

Section F. The Secretary and elected committee members shall assume their responsibilities at the first faculty or committee meeting after their election.

ARTICLE VI

Meetings

Section A. Robert's Rules of Order, Revised shall be the parliamentary authority for the conduct of business. There shall be a faculty parliamentarian appointed by the President.

Section B. One half of the voting membership currently in residence shall constitute a quorum.

Section C. Except in the case of emergency, notices of a meeting shall be given in writing at least two weeks prior to the date set for a meeting.

ARTICLE VII

Amendment

These By-Laws may be amended by a majority of the voting members present, provided that notice of the amendment has been given in writing at the previous regular meeting.